



AGENDA

Board of Education Regular Meeting
Monday, October 12, 2015 at 6:00 PM

Canyon Ridge Intermediate 3600 S Sara Road Yukon, OK 73099, 12400 SW
15th St., Yukon, Oklahoma 73099

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Board of Education Regular Meeting on Monday, October 12, 2015 at 6:00 PM. The place and street of the meeting will be Canyon Ridge Intermediate 3600 S Sara Road Yukon, OK 73099, 12400 SW 15th St., Yukon, Oklahoma 73099.

The Board of Education may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to approve, reject, table, reaffirm, rescind, or take no action on any agenda matter.

- A. Invocation and Flag Salute
- B. Roll Call (may be silent)
- C. Superintendent's Report
 1. Citizens of Character - Responsibility
 2. Above and Beyond - Canadian Valley Technology Center
 3. AP Scholars - Jess Berry, Thienmai Ho, Justin Huebner, Clay Montgomery, Madison Morrow, Nam Nguyen, Tyler Nguyen, Mikala West. AP Scholar with Distinction - Noby Raghavan AP Scholar with Honor - Emily Sullivan
 4. OSSAA STATE ONE ACT - All State Actors - Tyler Hulan, Kathy Nguyen, Jennifer Clark and Alexis Perry
 5. Around the District
 6. Filing Period for MPS Board of Education Seat #1 is December 7-9, 2015.
 7. Bond 2016 Presentation
 8. OCCT & Dropout Report - Presentation
 9. Board Correspondence

D. Deputy Superintendent Report

1. October 1, 2015 Student Count

E. Board Reports

F. Standing and Financial Resolutions

1. Chief Financial Officer Report

- a. Vote to approve or not approve the Schedule of Encumbrances and Monthly Reports:

G. Public Participation

H. Consent Agenda

1. Board of Education Minutes:

- a. September 14, 2015

2. Acceptance of Donation:

- a. Donation from Mustang Rotary Club in the amount of \$533.30 which were from funds raised by administrators in the Western Days Dunk tank and matched by the Rotary. Money given to Special Olympics Team for scholarships and supplies.
- b. OG&E Grant awarded to Canyon Ridge Intermediate in the amount of \$934.00 for CRI Activity STEM #975 to purchase wind mills as part of energy study and hands on materials for STEM class projects and instruction.
- c. OG&E Grant awarded to Horizon Intermediate in the amount of \$909.40 for Activity Acct #978 to purchase items to make electromagnets.
- d. Donation from Xerox Corporation to MHS Robotics Activity Account #856 in the amount of \$5,000.00 to pay for contest entry fees and purchase equipment and materials for student robotics teams.
- e. Rebate check from OG&E for the Geo-thermal system at Prairie View Elementary in the sum of \$33,400.00.

3. Transfer of Funds:

- a. Transfer from Activity Account #867 Administration Activity Account to Activity Account #937 High School Staff for reimbursement of OSSAA passes

for Administrators in the amount of \$120.00.

- b. Transfer from Mustang Valley Activity Account #841 to Valley Stuco Activity Account #965 in the amount of \$260.00 due to funds deposited into wrong account.
4. Approval of Revisions of Policy and Procedures:
- a. Policy #5075 Graduation & Graduation Exercises
5. Use of Facilities:
- a. 1. Mustang Little League Wrestling (Matrix Grappling - Brian Picklo) is requesting the use of the wrestling room at MHS for their practices. Facility from 6:30-7:30 pm every Tuesday and Thursday beginning Oct. 27, 2015 and ending Feb. 11, 2016. This activity will help develop the sport of wrestling in MPS elementary and intermediate school children.
 - b. 2. Stingray Volleyball Academy (Erin Collier) is requesting the use of North Middle School's main gym for their volleyball practices. Facility from 6:30 – 8:00 pm every Tuesday, Thursday and Friday beginning Nov. 10, 2015 and ending April 28, 2016. This activity will help develop volleyball skills for MPS students.
6. Out-of-State or Overnight Travel:
- a. Approval for two (2) HVAC employees, Rick Geile and Tim Adams to attend Aaon HVAC class on September 27-29, 2015. All hotel and meals will be paid by the Aaon Corporation.
 - b. Approval for six (6) HS FFA students and three (3) sponsors to attend the National FFA Convention in Louisville, KY from October 28th - October 31, 2015.
 - c. Approval for students and sponsors to attend the FCCLA Leadership Cluster Meeting in Dallas, TX on November 20-22, 2015.
 - d. Approval for Christy Bradley to attend the "Learning Forward 2015 Annual Conference" in Washington D.C. to be Principal Representative for the State of Oklahoma from December 5-9, 2015 at no expense to MPS.
 - e. Approval for Chuck Bailey to attend the National Athletic Directors Conference on December 11-14, 2015 in Orlando, FL.
 - f. Approval for HS Boys Basketball team and coaches to participate in the Beach Ball Classic Basketball Tournament on Saturday, December 26th - January 1, 2016 in Myrtle Beach, South Carolina.

- g. Approval for Scott Selby and Jared Prock to attend the American Baseball Coaches Association Conference at Gaylord Hotel and Conference Center on January 7-10th, 2016. Meals and Hotel expenses paid by Mustang Baseball Booster Club.
 - h. Approval for HS Varsity Baseball team and coaches to participate in the 3 day tournament in Justin, Texas on March 10th-12th, 2016. All expenses paid by booster club.
7. Approval for Trails Elementary grade span be changed from K-4 to PK-4.
 8. Approval for mileage reimbursement agreements between parents to provide students with special needs travel to and from school for SY2015-2016.
 9. Approval of academic courses from Canadian Valley Technology Center for Mustang students that participate to receive credit and or career certifications for SY 2015-2016.
 10. Approval of the District Gifted Education Plan and Budget for SY2015-2016.
 11. Approval for a Jazz Band stipend in the amount of \$1,200.00 each to be paid from Gifted/Talented fund 198 to the following personnel: Ryan Edgmon, Dustin Jussila, Greg Mangus, Chris Ozinga, Belinda Watson and Gina Thompson.
 12. Approval of open transfers for SY2015-2016:
 13. Renewal of contract with Maxim Healthcare Services, Inc. to provide licensed health care professionals to provide one-to-one nursing services to physically and/or mentally disabled school student(s) upon request, subject to availability of qualified personnel. This contract is paid from Federal Funds.
 14. Renewal of Contract with Oklahoma Protection Group to maintain safety in the parking lots of Mustang High School.
 15. Renewal of the Transportation Contract with Canadian Valley Technology Center for the SY2015-2016.
 16. Approval for a Title VII after school math and/or ELA tutoring program for grades 7-12 beginning October 1, 2015 for identified Title VII students. All costs of program will be funded through Title VII, Program 561.
 17. Approval of the legal notice and press release for the annual school board member election for board position number one (1).

18. Approval of the resolutions calling for the Annual School Board Election with the purpose to vote on Office Number One (1) for a five (5) year term.
19. Approval of 2016 Board Meeting Dates to be filed in the Office of the County Clerk no later than December 15, 2015.
20. Approval of Timberlake Change Order #1 on MEC storm shelter. This will increase the contract sum.
 - a. Additional site concrete and canopy relocation - \$22,445.50.
21. Approval of Timberlake Change Order #3 on the Valley Elementary Gym. This will be a net decrease to the contingency of \$1,609.03.
 - a. Deduct to the contract amount to reimburse MPS for the remaining contingency not used on this project - \$1,609.03.
22. Approval of Timberlake Change Order #8 on ME Gym. Total change order amount is \$75,802.84. This change order will utilize the funds in the Site Utility Allowance. The Site Utility Allowance will have a balance of \$101,820.16.
 - a. COR25 – Site/exterior signage - \$21,319.30
 - b. COR30 – RFP009 – South courtyard sidewalks - \$7,335.96
 - c. COR32 – Soil stabilization at drive approach - \$20,348.92
 - d. COR45 – Site handrails - \$4,237.38
 - e. COR48 – Additional site concrete - \$6,356.06
 - f. COR49 – Extend drain line to pond - \$5,006.47
 - g. COR50 – Sod - \$11,198.75
23. Approval of Timberlake Change Order #9 on the ME Gym. Balance of Contingency after this change order is \$105,756.55. This change order will deduct remaining funds in the Site Utility Allowance and transfer into the job contingency - \$101,820.16.
24. Approval of Timberlake Change Order #11 on the MPS Event Center. This will be a decrease from contingency in the amount of \$8,860.26.
 - a. PC079 - Cost for wrapping back side of doors on first floor that frames were not sized correctly for wall thickness - \$638.49

- b. PCO81 – Add'l costs for added GFCI outlets required for water closets and drinking fountains not shown on plans - \$592.30
- c. PCO82 – Transformers added per RFI87 for saferooms - \$1,835.54
- d. PCO87 – Moisture remediation in Gym floor - \$3,030.52
- e. PCO88 – Moisture remediation for carpeted areas - \$1,954.88
- f. PCO89 – ASI55 – additional outlets - \$808.53

I. Business

- 1. The Board will consider and may vote to approve a Native American Club for American Indian Students in grades 7-12th. High School teacher Mark Webb has volunteered to be club sponsor.
- 2. The Board will consider and may vote to approve the Activity Fund #996 for the Native American Club for American Indian Students in grades 7-12th.
- 3. The Board will consider and may vote to approve the purchase and installation of the Prairie View Elementary digital sign by the PVE PTO.
- 4. The Board will consider and may vote to approve the Certificate of Substantial Completion for the JROTC Training and Instruction Center.

J. New Business:

K. Executive Session The Board of Education will consider and may vote to convene in Executive Session.

- 1. Oklahoma Statutes Title 25, § Section 307(B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.
 - a. Schedule "A"
 - b. Schedule "B"

L. Acknowledge Return to Open Session

M. Statement of Executive Session Minutes by Board Clerk

N. Vote to approve or not approve the Superintendent's Recommendation concerning employment as listed on Schedule "A".

- O. Vote to approve or not approve the Superintendent recommendation concerning employment as listed on Schedule "B".
- P. Adjournment.

Mustang Board of Education
Regular Board Meeting Minutes
September 14, 2015
Canyon Ridge Intermediate
3600 S Sara Road
Yukon, Oklahoma 73099
6:00 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Regular Meeting on Monday, September 14, 2015 at 6:00 PM. The place and street of the meeting was the Canyon Ridge Intermediate School, 3600 S Sara Road, Yukon, OK 73099.

Notice of this meeting was given to the County Clerk of Canadian County, Oklahoma at least forty-eight (48) hours prior to such meeting, and public notice of this meeting, with an agenda posted in prominent view at the Canyon Ridge Intermediate School, 3600 S Sara Road, Yukon, OK 73099, at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

Chad Fulton gave invocation and Amanda Strassle led the flag salute.

Chad Fulton called the meeting to order with Amanda Strassle and Jeff Landrith present.

Superintendent's Report

1. Citizens of Character - Enthusiasm
 - Centennial - Josie Wolf
 - Creek - Anthony Thomas
 - ME - Grace Gary
 - Lakehoma - Isabelle Jones
 - Prairie View - Kennidee Keene
 - Trails - Colby Hultman
 - Valley - Kendal McNeff
 - Canyon Ridge - Kaden Bogard
 - Horizon - Dante Bates
 - MNMS - Ryan Arledge
 - MMS - Connor Leeper
 - HS - Kyle Dalton
2. Above and Beyond - Stephanie Frazee
3. UCO Cohort Master Program
4. Legislative Update
5. Around the District
6. Board Correspondence

Deputy Superintendent Report

1. Student Counts

Board Reports - Jeff Landrith and Chad Fulton attended the OSSBA Conference last month, stated it was very interesting.

On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve the Schedule of Encumbrances and Monthly Financial Reports:

Accounts Payable				Payroll			
FUND		P.O. #S	AMOUNT	Fund		P.O.#'s	AMOUNT
10	Lease Revenue Bond	50-71	\$186,604.17				
11	General Fund	369-561	\$828,760.27	11	General Fund	50619-51179	\$25,165,986.21
21	Building Fund						
22	Child Nutrition	200-222	\$12,826.20	22	Child Nutrition	50028-50101	\$1,409,377.75
31	Bond Funds						
32	Bond Funds	16-17	\$12,355.00				
33	Bond Funds	38-49	\$30,570.61				
34	Bond Funds	26-31	\$8,364.52				
35	Bond Funds	10-12	\$1,152.00				
36	Bond Funds						
37	Bond Funds	32-35	\$13,537.58				
38	Transportation Bond						
39	Bond Funds	46-52	\$113,537.10				
A/P TOTAL			\$1,207,707.45	PAYROLL TOTAL			\$26,575,363.96
GRAND TOTAL							\$27,783,071.41
	<u>absent</u> Davis	<u>aye</u> Landrith	<u>aye</u> Strassle	<u>absent</u> Kessler	<u>aye</u> Fulton		

Public Participation - None

On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve all the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists discussion, consideration and action on the following items that the Superintendent recommends be approved.

1. Board of Education Minutes:
 - a. August 10, 2015 Regular Board Minutes
 - b. August 26, 2015 Special Board Meeting Minutes
2. Acceptance of Donation:
 - a. Donation to Mustang Valley Elementary from the MD Jirous and Barbara Jirous Foundation for instructional materials in the amount of \$1,000.00.
 - b. Donation to Prairie View Elementary from Sonic for curricular /materials in the amount of \$1,000.00.
 - c. Donation to Canyon Ridge Activity Acct#902 from MD Jirous and Barbara Jirous Foundation to purchase technology for student/teacher use for the SY15-16 in the amount of \$1,000.00.
 - d. Donation to Canyon Ridge Media Activity Acct #910 from Canyon Ridge PTA to purchase Safari license renewal for teacher/student use for the SY15-16 in the amount of \$577.07.

- e. Donation to Mustang Trails Elementary from Oklahoma City Community Foundation/Cox Charities foundation to be used for Walking Classroom in the amount of \$3,800.00.
 - f. Donation to MNMS Activity Fund from The Craig Foundation to purchase books for ELA classrooms along with other classroom materials in the amount of \$4,000.00.
3. Transfer of Funds:
- a. Transfer of \$53.36 from Transportation Activity #878 to Administration Activity Fund #867 for reimbursement of retirement award.
 - b. Transfer of \$53.36 from MNMS Activity #847 to Administration Activity Fund #867 for reimbursement of retirement award.
 - c. Transfer of \$122.50 from Centennial Activity #950 to Administration Staff Account #939 for reimbursement of Eureka water.
 - d. Transfer of \$100.00 from MMS Activity Account #934 to Administration Staff Activity Acct #939 for reimbursement of Eureka water.
 - e. Transfer of \$100.75 from Prairie View Activity Account #919 to Administration Activity Account #939 for reimbursement of Eureka water.
 - f. Transfer of \$2,840.30 from MNMS Yearbook Activity Account #854 to MNMS Vocal Music Activity Account #853 for reimbursement of incorrect coding on Purchase Order.
4. Approval of Revisions of Policy and Procedures:
- a. Policy #3030 Teacher Evaluation
 - b. Policy #3030-P Teacher Performance Evaluation Procedures
 - c. Policy #5016 - Enrollment of Students from Non-Accredited Schools
 - d. Policy #5065 Proficiency Based Promotion/Credit by Examination
5. Use of Facilities:
- a. Approval for OK Storm Volleyball Club the use of MMS's Gym and Horizon's Main Gym for their volleyball practices. They will need the gyms Monday, Tuesday, Thursday and Fridays from 6:00 pm until 9:00 pm beginning October 5th and ending May 6th. This will provide volleyball training opportunities for girls ages 10-17 living in the Mustang district. OK Storm sponsor is Lauren Ivy.
 - b. Approval for Miss Mustang Scholarship Pageant the use of Canyon Ridge's Cafetorium for their preliminary event leading up to the Miss Oklahoma Pageant. They will need the cafetorium on Sunday Sept. 27th from 8:00 am until 10:00 pm. This event will allow a local participant to be crowned Miss Mustang and compete for the title of Miss Oklahoma. Sponsor is Rita Tate.
6. Out-of-State or Overnight Travel:
- a. Approval for forty seven (47) HS Drama students and three (3) sponsors to attend the OSSAA State One Act Play Competition in Tulsa, Oklahoma on Oct 2-3, 2015.
 - b. Approval for the MHS Cross Country Team (44 students and 3 sponsors) to attend The Chile Pepper Festival Cross Country Race in Fayetteville, Arkansas on October 2-3, 2015.
 - c. Approval for forty (40) HS Baseball players and six (6) sponsors to travel to Lindsey, Oklahoma on October 2-4, 2015.
 - d. Approval for MHS FFA and sponsors to attend the Tulsa State Fair in Tulsa, OK from October 5-8, 2015.
 - e. Approval for Deputy Superintendent, Charles Bradley to attend the RTM Fall Education Congress on October 11-13, 2015 in Atlanta, GA. Expenses will be paid out of Activity Acct.#900.

- f. Approval for Superintendent, Dr. Sean McDaniel to attend the Superintendent Summit October 21-24, 2015 in New Orleans, LA. Conference, lodging and airline reimbursement paid for by District Administration Leadership Institute.
 - g. Approval for MHS FFA and sponsors to attend the Tulsa State Fair in Tulsa, OK from October 5-8, 2015.
 - h. Approval for Title VII teachers and Coordinator to travel to Sulphur, Oklahoma on December 1-2, 2015 to attend the Oklahoma Council of Indian Education Conference.
7. Approval for a Title VII after school math and/or reading tutoring program for grades 7-12 beginning October 1, 2015 for identified Title VII students. All costs of program will be funded through Title VII, Program 561.
 8. Approval of open transfers for SY2015-2016:
 9. Approval of closing the following Activity Accounts for Horizon Intermediate:
 - a. #996 - Academic Account
 - b. #987 - Reading Account
 - c. #988 - Science Account
 10. Approval of renewal of Referral Plan and Agreement with Youth & Family Services for SY15-16.
 11. Approval for the following to serve on the Professional Development Committee for SY15-16.

<ul style="list-style-type: none"> Melanie Hix-Hayden - HS A Brittany Edwards - HS B Libby Smith - HS C Cheryl McInnis - MNMS Carrie Walker - MMS Jessica Wilkes - Canyon Ridge*Chair Person Kim Shelton - Horizon Linda Kolar - Trails Gina Davenport - Creek Donna Solomon - Valley Dawn Higgins - Prairie View Gwen Hill - Elementary 	<ul style="list-style-type: none"> Laurie Locke - Centennial Terri Dill - Lakehoma Christy Waller - MEC Molly Wilson - Principal A Ramae Collins - Principal B Kris Green - Title II Kim Baker - Counselor Stacy Edwards - Admin. A Ryan McKinney - Admin. B Krista Collier - Parent Tracy Skinner - Admin. Facilitator
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 12. Approval of the list of Mentor Teacher Committee members for SY15-16:

Resident Year Teacher	Mentor Teacher	Site
Caitlin Walker	Ashley Stewart	HS
Emile Shannon	Christy Self	HS
Whitney Miller	Karen Woodard	HS
Kyler Bollinger	Cherie Miller	HS
Olivia Bennett	Janice Harp	HS
Marissa Orr	Vickie Bailey	HS
Allyson Kubat	Emily Farnham	HS
Madison Ellen Berryman	Lisa Hacker	Horizon
Morgan Ravay Sharpton	Kelly Trotter	Horizon
Megan Jackson	Kristin Whitmore	Horizon
Rebecca Wilkerson	Traci Reimer	Horizon
Charles "Holden" Wren	Diana Taylor	Horizon
Sarah Caffey	Misty Eidson	Valley
Brittany Morse	Kim Austin	Canyon
Elizabeth Brown	Angela Lee	Creek
Danielle Stratton	Ylene Peebles	Creek
Kristen Dennis	Amanda Neely	Creek
Kati O'Hearn	Amanda Neely	Creek
Tara McFarland	Deanna Ogez	Trails
Lauren Biggers	Deanna Ogez	Trails

Laurin Trecartin	Paula Sharp	Prairie V
Dara Steinmetz	Jamie Koch	ME
Kayla Sammons	Jessica Creach	MS
Jamie Tigert	Aryial Hensley	ME
Emily O'Brien	Julie Williams	ME
Tasha Doty	Bekah Hull	Valley

13. Approval of the following names to serve for the District Gifted and Talented Committee for SY15-16.
- Robin Roady - Elementary Parent
 - Crystal Bailey - Intermediate & MS Parent
 - Sharolyn Davis - HS Parent
 - Bettilou Stover - Elementary PE Teacher - District Teacher of the Year
 - Angie Choate - Elementary GATE Teacher
 - Kristi Stephens - HS Advanced Placement Counselor
 - Matt Moore - HS AP Teacher
 - Holly McKinney - Principal
 - Christy Bradley - Principal
 - Angela Mills - District Administrator - Committee Facilitator
14. Approval of the following members to serve as the District Curriculum Committee for SY15-16.
- Ramae Collins - HS
 - Katy Korstjens - MNMS
 - Heather Wiggins - MMS
 - Holly McKinney - Horizon
 - Susan Dombek - Creek
 - Bekah Hull - Valley
 - Cindy Daniel - Prairie View
 - Gwen Hill - ME
 - Amanda Luper - Centennial
 - Jenny Prather - Lakehoma
 - Alisha Suffield - Trails
 - Stacy Edwards - Admin
 - Ryan McKinney - Admin
 - Angela Mills - Facilitator
15. Approval of renewal of agreement with Oklahoma City Public Schools to provide transportation for students who fall under the McKinney - Vento Homeless Act for SY15-16.
16. Approval of Timberlake Change Order #3 for the JROTC Training Center. Total to be deducted from contingency - \$26,838.87
- a. PCO20 - ASI09 - Crosswalk Signage - \$506.74
 - b. PCO14 - ASI02,03,03RI-Civil changes per City Code Review - \$26,332.13
17. Approval of Timberlake Change Order #10 on the MPS Event Center. This will be a deduction from contingency - \$13,522.69.
- a. PCO85 - Cost for cutting Control Joints in CMU walls around arena - \$1,635.05
 - b. PCO78 - Gym floor artwork costs - \$3,231.93
 - c. PCO77 - Additional cost for Logos on padding - \$556.29
 - d. PCO76 - Additional marker board that was not on plans - \$540.52
 - e. PCO38 - RFI51-Exposed structural steel columns Type wall conflict- \$4,263.86
 - f. PCO27 - RFI20 - Upsize main inverter with multiple outlets - \$3,205.04

<u>absent</u>	<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>
Davis	Landrith	Strassle	Kessler	Fulton

Business

On a motion made by Chad Fulton and a second by Amanda Strassle, the Board voted to approve the contract for physical therapy services to identified students with special needs by Renee Thomas for the SY2015-2016.

absent aye aye absent aye
Davis Landrith Strassle Kessler Fulton

On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve the Certificate of Substantial Completion for Mustang Elementary Re-roof.

absent aye aye absent aye
Davis Landrith Strassle Kessler Fulton

On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve the Certificate of Substantial Completion for the Mustang Elementary Addition and Remodel.

absent aye aye absent aye
Davis Landrith Strassle Kessler Fulton

On a motion made by Chad Fulton and a second by Jeff Landrith, the Board voted to approve Susan Lewellen, MHS AP English Language teacher, to teach AP Human Geography as adjunct teacher for one class period for SY2015-2016. She will be obtaining certification to gain standard certification for future AP Human Geography classes.

absent aye aye absent aye
Davis Landrith Strassle Kessler Fulton

On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve the custodial services maintenance agreement with Jani-King for custodial evening services for Lakehoma, Trails and Prairie View Elementary for the SY15-16.

absent aye aye absent aye
Davis Landrith Strassle Kessler Fulton

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to approve the one year Records agreement with Netchemia, TalentEd to begin November 1, 2015 in the amount of \$13,500.00.

absent aye aye absent aye
Davis Landrith Strassle Kessler Fulton

On a motion made by Chad Fulton and a second by Jeff Landrith, the Board voted to approve the Estimate of Needs for 2015-2016 school year.

absent aye aye absent aye
Davis Landrith Strassle Kessler Fulton

New Business: None

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to convene in Executive Session at 6:22 p.m.

1. Oklahoma Statutes Title 25, Section 307(B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.
 - a. Schedule "A"
 - b. Schedule "B"

2. Oklahoma Statutes Title 25, 307 (B) (2): Discussing negotiations concerning employees and representatives of employee groups.
3. Oklahoma Statutes Section 307 (B) (3): Discussing the purchase or Appraisal of real property

<u>absent</u>	<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>
Davis	Landrith	Strassle	Kessler	Fulton

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to reconvene at 6:47 p.m.

<u>absent</u>	<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>
Davis	Landrith	Strassle	Kessler	Fulton

Board Clerk Amanda Strassle gave statement that Chad Fulton, Jeff Landrith, Dr. Sean McDaniel and Jeff Woodard was in Executive Session and employment, negotiations and property were discussed, no action was taken.

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to approve Schedule "A".

<u>absent</u>	<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>
Davis	Landrith	Strassle	Kessler	Fulton

On a motion made by Chad Fulton and a second by Amanda Strassle, the Board voted to approve Schedule "B".

<u>absent</u>	<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>
Davis	Landrith	Strassle	Kessler	Fulton

The Board directed Dr. McDaniel to continue discussion and enter into negotiations with Church of Christ on property located at corner of Juniper and Mustang Road and property SW 15th and Czech Hall Road and 44th and Czech Hall.

On a motion made by Amanda Strassle, and a second by Jeff Landrith, the Board voted to approve the agreement between MEA and Mustang Board of Education for Teacher Contract for SY15-16.

<u>absent</u>	<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>
Davis	Landrith	Strassle	Kessler	Fulton

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to adjourn at 6:49 p.m.

<u>absent</u>	<u>aye</u>	<u>aye</u>	<u>absent</u>	<u>aye</u>
Davis	Landrith	Strassle	Kessler	Fulton

Minutes Clerk

Board President

SCHEDULE "A"
September 14,2015

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Beadel	Adrian		MHI/Spec Ed TA	9/4/2015
King	Brittany		Centennial/Spec Ed TA	5/22/2015
Knight	Patricia		Centennial/Spec Ed TA	5/21/2015
Livingood	Claire		Centennial/Spec Ed Teacher	2015-2016
Piland	Emily		MNMS/4.0 Cafe Assistant	5/1/2015
Ravencraft	Ricky		CRI/Crossing Guard	5/21/2015
Slupe	Julie		Trails/Media Director	5/26/2015
Sowle	Charles		District/Courier	8/20/2015
Thomas	Katrina		MMS/6.5 Cafe Assistant	8/24/2015
Vickers	Ronald		High School/Spec Ed TA	5/21/2015
Wallenberg	David		Maintenance/Carpenter	8/28/2015
Williams	Janet		High School/Cafe Assistant	5/22/2015
Witvoet	Lorie		CRI/4.0 Cafe Assistant	5/22/2015
Last Name	First Name	New Position/Replacing	To: Site/Assignment	Effective
Employment				
Open		New Position	Centennial/Spec Ed TA	2015-2016
Artavia	Maritza	Replacing Deborah Curtess	LE/4.0 Cafe Assistant	2015-2016
Back	William		Transportation/Bus Driver	2015-2016
Bauman	Paula	Replacing Emily Piland	MNMS/4 hr café assistant	2015-2016
Bell	Deborah	Replacing Mary Ray	Centennial/6.5 Cafe Assistant	8/19/2015
Brown	Alyssa	Replacing Julie Slupe	Trails/Media Director	2015-2016
Clevenger	Ray	Replacing Mark Lennington	MNMS & Creek/PM Custodian	9/1/2015
Crook	Kelly	Replacing Lisa Neff	MNMS/Spec Ed TA	2015-2016
Davis	Terry	Replacing Charles Sowle	District/Courier	2015-2016
Erwin	Debra	Replacing Consuelo Blackshear	High School/4.0 hr cafeteria assistant	2015-2016
Evans	Casey	Replacing Jessica Locke	High School/Spec Ed Teacher	9/8/2015
Forgety	Ryan	Replacing Patrick Courtney	MEC/Intermediate Math Teacher	2015-2016
Gleave	Wilton	Replacing Cindy Keisser	CRI/Bronco Academy Teacher	2015-2016
Harrison	Lee Ann		Transportation/Bus Driver	2015-2016
Hill	Jordan	Replacing Claire Livingood	Centennial/Spec Ed Teacher	8/24/2015
Hill	Kameron		Transportation/Bus Driver	2015-2016
Hill	Kevin		High School/Adjunct Baseball Coach	2015-2016
Hill	Kim	New Position	MVE/4th Grade Teacher	2015-2016
Joule	Dee	Replacing Randall Bruebaker	Transportation/Bus Driver	2015-2016
Kittell	Lorae	Replacing Bilkis Siddiki	MNMS/4.0 Cafe Assistant	2015-2016
Lacy	Kendrick	Replacing Ronald Vickers	High School/Spec Ed TA	8/20/2015
Latham	Janet		Transportation/Bus Driver	2015-2016
Lay	Denise	Replacing Eva Villa	Prairie View/6.0 Café Assistant	2015-2016
McIntire	Jennifer	New Position	PVE/4th Grade Teacher	2015-2016
Mencor	Nicole	Replacing Adrian Beadle	MHI/Spec Ed TA	9/8/2015
Moen	Regan	Replacing Barbara Morrison	High School/Visual Arts Teacher	9/21/2015
Oswald	Greg		Transportation/Bus Driver	2015-2016
Reid	Nicole	Replacing Melissa Langguth	PVE/4.0 Cafe Assistant	2015-2016
Rider	Loida	Replacing Casey Witvoet	CRI/4.0 Cafe Assistant	2015-2016
Smith	Todd	Replacing Debra Downing	MEC/PASS History	8/26/2015
Tipton	Terry	Replacing Dee Joule	Transportation/Bus Driver	9/1/2015
Wallace	Mike		Transportation/Van Driver	2015-2016
Wren	Charles	Replacing Sandi Welch	MHI/5th Grade Teacher	2015-2016

SCHEDULE "A"
September 14,2015

Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Reassignments				
Blackshear	Consuelo	High School/4.0 Cafe Assistant	High School/6.5 Cafe Assistant	2015-2016
Bosarge	Courtney	MMS/6.0 Cafe Assistant	MMS/6.5 Cafe Assistant	2015-2016
Cherry	Noma	MMS/3.0 Café Assistant	MMS/6.0 Café Assistant	2015-2016
Clanton	Lisa	PVE/Media Assistant	Centennial/Spec Ed TA	8/20/2015
Creger	Aimee	HS/Volunteer Asst. Softball Coach	HS/Adjunct Asst. Softball Coach	2015-2016
Downing	Debra	MEC/Teacher	Mustang Treatment Center/Teacher	2015-2016
Flickenger	Gina	Creek/Spec Ed TA	Creek/Spec Ed Para	2015-2016
Gall	Jana	Creek/Title VIII Home Site	CRI/Title VIII Home Site	2015-2016
Galloway	Jayme	MEC/Spec Ed TA	MEC/Pre-K TA	9/2/2015
Glover	Sonya	LE/2nd Grade Teacher	LE/1st Grade Teacher	2015-2016
Goble	Tyler	Trails/PM Custodian	MMS/PM Custodian	9/1/2015
Jones	Robin	LE/PM Custodian	High School/PM Custodian	8/31/2015
Langguth	Melissa	PVE/4.0 Cafe Assistant	PVE/6.5 Cafe Assistant	2015-2016
Locke	Jessica	High School/Teacher	High School/ACE Reading Teacher	2015-2016
Maxwell	Amy	LE/Spec Ed TA	MEC/Spec Ed TA	9/2/2015
May	Shannon	LE/Noon Supervisor	LE/Spec Ed TA	9/2/2015
Moates	Linsey	MEC/Teacher Assistant	Centennial/Spec Ed TA	9/2/2015
McNeil	Shelly	MMS/Noon Supervisor	PVE/Noon Supervisor	2015-2016
Monday	Josh	Trails/Custodian	General Maintenance	8/17/2015
Nelson	Brian	Replacing Penny Mathews	ME/Custodian	9/1/2015
Nunnery	Kim	MVE/Spec Ed TA	MVE/Spec Ed Para	2015-2016
Prock	Jared	MMS & MNMS split teacher	Exploration	2015-2016
Purser	Jenna	Creek/Noon Supervisor	Creek/Spec Ed TA	8/31/2015
Robertson	Melanie	MMS/Spec Ed TA	MMS/Spec Ed Para	2015-2016
Shroll	Audrey	Trails/Spec Ed TA	Trails/Spec Ed Para	9/13/2015
Sizemore	Tiffany	HS/Special Ed Teacher Assistant	HS/Sign Language Interpreter	8/20/2015
Theдераhn	Mori	Trails/Spec Ed TA	Trails/Spec Ed Para	2015-2016
Wilson	Steven	High School/Spec Ed TA	High School/Spec Ed Para	2015-2016
Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Allen	Carie	Counselor	High School	2015-2016
Allen	Carie	Summer Training Program Counselor	High School	2015-2016
Barber	Liz	Team Leader/2nd Grade	Lakehoma	2015-2015
Barber	Liz	Math Data Analyst	Lakehoma	2015-2016
Bennett	Belinda	Team Leader/Kindergarten	Lakehoma	2015-2016
Bernhardt	Tanya	Site Webmaster	ME	2015-2016
Bernhardt	Tanya	Yearbook	ME	2015-2016
Bornemann	Britney	Awards Coordinator	MHI	2015-2016
Botts	Catherine	Student Council Sponsor	MVE	2015-2016
Botts	Catherine	Team Leader/4th Grade	MVE	2015-2016
Bowman	Clay	AP Physics Lab	HS	2015-2016
Brewer	Kendal	Department Head/2nd Grade	ME	2015-2016
Calvert	Marcy	Team Leader/Kindergarten	Trails	2015-2016
Casey	James Andy	Social Studies Department Head	High School	2015-2016
Chavez	Rose	Senior Sponsor	High School	2015-2016
Choate	Angie	Yearbook	Lakehoma	2015-2016
Clason	Melanie	Team Leader/Kindergarten	Creek	2015-2016
Combs	Cara	Counselor	High School	2015-2016
Cope	Kendra	Team Leader/Student Services	Lakehoma	2015-2016
Craghead	Brin	Team Leader/1st Grade	Trails	2015-2016
Crockett	Jamie	Lunch Supervision	High School	2015-2016

SCHEDULE "A"
September 14,2015

Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Cupples	Megan	Team Leader/2nd Grade	MVE	2015-2016
Davenport	Gina	Yearbook	Creek	2015-2016
Davenport	Gina	Professional Development	Creek	2015-2016
Davis	Meredith	Student Council Chair	ME	2015-2016
Day	Alecia	Student Council Sponsor	High School	2015-2016
Day	Alecia	Counselor	High School	2015-2016
Delaney	Gina	Webmaster	MHI	2015-2016
Dick	Brad	Lunch Supervision	High School	2015-2016
Dill	Terri	Professional Development Committee	LE	2015-2016
Dillard	Joni	Senior Sponsor	High School	2015-2016
Easley	Stephanie	Assistant Vocal Music	High School	2015-2016
Edgmon	Ryan	Head Instrumental Music	High School	2015-2016
Edgmon	Ryan	Head Summer Band	High School	2015-2016
Edwards	Jennifer	Student Council	MHI	2015-2016
Eidson	Misty	Team Leader/3rd Grade	MVE	2015-2016
Erwin	Debra	Cafeteria Assistant	High School	
Falkner	Cathy	Senior Sponsor	High School	2015-2016
Farnham	Emily	Split/Speech & Debate	High School	2015-2016
Farnham	Emily	Head Drama	High School	2015-2016
Farnham	Ernily	Department Head	High School	2015-2016
Farnsworth	Birdie	Awards Assembly Coordinator	Lakehoma	2015-2016
Farnsworth	Birdie	Student Council Sponsor	Lakehoma	2015-2016
Flanary	Angela	Team Leader/Specialist	Creek	2015-2016
Fruit	Andrea	Detention Teacher	MHI	2015-2016
Fruit	Andrea	6th Grade Scholastic Coach	MHI	2015-2016
Garner	Tom	Head Honor Society	High School	2015-2016
Garner	Tom	Science Department Head	High School	2015-2016
Garner	Tom	AP Chemistry lab	High School	2015-2016
Gass	Cynthia	Head Vocal Music	High School	2015-2016
Gentry	Sue	Detention Teacher	MHI	2015-2016
George	Breanne	Team Leader/Specials	Creek	2015-2016
Glover	Sonya	Team Leader/1st Grade	Lakehoma	2015-2016
Gomez	Lori	Vocal Music	MVE	2015-2016
Gore	Brandi	Detention Teacher	HS	2015-2016
Gonzales	Kelly	Detention Teacher	HS	2015-2016
Gray	Kevin	Detention Teacher	MHI	2015-2016
Gray	Kevin	Team Leader/6th Grade	MHI	2015-2016
Green	Sarah	Music	MHI	2015-2016
Grimes	Cynthia	Detention Teacher	MNMS	2015-2016
Grimes	Jaqueline	Team Leader/Kindergarten	MVE	2015-2016
Guyer	Kyle	Site Webmaster	High School	2015-2016
Hacker	Lisa	Team Leader/5th Grade	MHI	2015-2016
Hammer	Valerie	Language Arts Department Head	High School	2015-2016
Hannon	John	Lunch Supervision	High School	2015-2016
Hensley	Ayrial	Department Head/1st Grade	ME	2015-2016
Herndon	Sherilyn	Professional Development	High School	2015-2016
Higgins	Dawn	Professional Development	PVE	2015-2016
Hill	Gwen	Professional Development	ME	2015-2016
Hill	Jessika	Department Head/Special Education	ME	2015-2016
Hix-Hayden	Melanie	Head Yearbook	High School	2015-2016
Hix-Hayden	Melanie	Professional Development	High School	2015-2016

SCHEDULE "A"
September 14,2015

Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Hofer	Jacob	Assistant Instrumental Music	High School	2015-2016
Hofer	Jacob	Assistant Summer Band	High School	2015-2016
Holmes	Gayla	Professional Development Committee Chair	ME	2015-2016
Holmes	Gayla	Awards Program Coordinator	ME	2015-2016
Hull	Rebekah	Student Council Sponsor	MVE	2015-2016
Jackson	Megan	Academic Team Assistant	MHI	2015-2016
Jeffers	Joy	Split/Special Ed Department Head	High School	2015-2016
Johnson	Diane	Team Leader/Specials	Trails	2015-2016
Johnson	Diane	Vocal Music	Trails	2015-2016
Jones	Amy	Team Leader/Essentials	Lakehoma	2015-2016
Jones	Jay	Lunch Supervision	High School	2015-2016
Jussila	Dustin	Assistant Instrumental Music	High School	2015-2016
Jussila	Dustin	Assistant Summer Band	High School	2015-2016
Kodumthara	Suja	Team Leader/2nd Grade	Creek	2015-2016
Kodumthara	Suja	Webmaster	Creek	2015-2016
Koeninger	Jennifer	Team Leader/3rd Grade	Lakehoma	2015-2016
Kolar	Linda	Professional Development	Trails	2015-2016
Ketch	Doug	Math Department Head	High School	2015-2016
Kriegh	Holly	Department Head/4th Grade	ME	2015-2016
Kubat	Allyson	Split/Speech & Debate	High School	2015-2016
Kubat	Allyson	Lunch Supervision	High School	2015-2016
Lang	Angela	Lunch Supervision	High School	2015-2016
Larson	Dana	Detention Teacher	MNMS	2015-2016
Lee	Angela	Team Leader/4th Grade	Creek	2015-2016
Lee	Sandra	Lunch Supervision	High School	2015-2016
Limke	Jason	Counselor	High School	2015-2016
Lindsey	Samantha	Team Leader/Elective	MHI	2015-2016
Locke	Laurie	Professional Development	Centennial	2015-2016
Mangus	Greg	Assistant Instrumental Music	High School	2015-2016
Mangus	Greg	Assistant Summer Band	High School	2015-2016
McDaniel	Rachel	Yearbook	MHI	2015-2016
McFarland	Kylee	Team Leader/1st Grade	Creek	2015-2016
McInnis	Cheryl	Professional Development Committee	MNMS	2015-2016
McIntire	Vanessa	Junior Sponsor	High School	2015-2016
McIntire	Vanessa	Head Scholastic Coach	High School	2015-2016
Miller	Cherie	Special Olympic Coach	High School	2015-2016
Miner	Janice	Homebound based instructor		08/27/15-09/25/15
Moore	Matt	STEM	High School	2015-2016
Muse	Julie	Spec Ed Department Chair	MVE	2015-2016
Myers	Rita	Department Head/Specials	ME	2015-2016
Myers	Rita	Vocal Music	ME	2015-2016
Neely	Amanda	Team Leader/3rd Grade	Creek	2015-2016
Norman	Marilyn	Math Data Analyst	MHI	2015-2016
Ogez	Deanna	Team Leader/Student Services	Trails	2015-2016
Osborne	Joy	Team Leader/5th Grade	MHI	2015-2016
Oswald	Greg	Homebound based instructor		08/31/15 - 10/28/15
Ozinga	Chris	Assistant Instrumental Music	High School	2015-2016
Ozinga	Chris	Assistant Summer Band	High School	2015-2016
Peterson	Eric	Lunch Supervision	High School	2015-2016

SCHEDULE "A"
September 14,2015

Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Prather	Virginia	Webmaster	Lakehoma	2015-2016
Pratt	Robbi	Yearbook	Trails	2015-2016
Puckett	Angela	Team Leader/6th Grade	MHI	2015-2016
Reyes	Allison	Math Data Analyst	Trails	2015-2016
Riffel	Julie	Detention Teacher	MHI	2015-2016
Rowell	Zach	Assistant Football Coach	MMS	2015-2016
Rowell	Zach	Assistant Boys Track Coach	MMS	2015-2016
Rumbaugh	Crystal	Yearbook Sponsor	MVE	2015-2016
Sabo	Cathy	Team Leader/2nd Grade	Trails	2015-2016
Sandburg	Tanya	Math Data Analyst	MVE	2015-2016
Sanders	Gaye	Team Leader/4th Grade	Trails	2015-2016
Scott	Carol	Webmaster	MVE	2015-2016
Self	Christy	AP Environmental Science Lab	High School	2015-2016
Shade	Pam	Special Education Department Chair	MHI	2015-2016
Shelton	Kim	Professional Development	MHI	2015-2016
Shelton	Kim	PD Committee Building Coordinator	MHI	2015-2016
Slavik	Deborah	Detention Teacher	MMS	2015-2016
Smith	Libby	Professional Development	High School	2015-2016
Snowden	Cheryl	Detention Teacher	CRI	2015-2016
Solomon	Donna	Professional Development	MVE	2015-2016
Stanford	Cathy	Split/Special Ed Department Head	High School	2015-2016
Steele	Taryn	Department Head/3rd Grade	ME	2015-2016
Stephens	Kristi	Counselor	High School	2015-2016
Stevens	Kathy	Detention Teacher	MNMS	2015-2016
Stevens	Stacey	Team Leader/3rd Grade	Trails	2015-2016
Stewart	Ashley	Junior Sponsor	High School	2015-2016
Stover	Chas	Detention Teacher	High School	2015-2016
Struck	Kristin	Team Leader/Specials	MVE	2015-2016
Taylor	Lesha	Awards Program Coordinator	MVE	2015-2016
Taylor	Lesha	Team Leader /Specialist	MVE	2015-2016
Terrell	Amber	Team Leader/4th Grade	Lakehoma	2015-2016
Thompson	Gina	Assistant Instrumental Music	High School	2015-2016
Thompson	Gina	Assistant Summer Band	High School	2015-2016
Torre	Sandra	Awards Coordinator	Creek	2015-2016
Turner	Melissa	Junior Sponsor	High School	2015-2016
Turner	Melissa	Detention Teacher	HS	2015-2016
VanCleave	Ericka	Counselor	High School	2015-2016
Walker	Carrie	Professional Development	MMS	2015-2016
Waller	Christy	Professional Development	MEC	2015-2016
Wallis	Jane	Detention Teacher	CRI	2015-2016
Watson	Belinda	Music	High School	2015-2016
Weaver	Stephanie	Team Leader/6th Grade	MHI	2015-2016
Webb	Mark	Lunch Supervision	High School	2015-2016
Wheatley	Brandy	Team Leader/1st Grade	MVE	2015-2016
Whitmore	Kristin	Team Leader/5th Grade	MHI	2015-2016
Wiesemann	Rebecca	Webmaster	Trails	2015-2016
Wilkes	Jessica	Professional Development Chair Person	CRI	2015-2016
Wilkins	Nancy Kathleen	Math Data Analyst	ME	2015-2016
Williams	Julie	Department Head/Kindergarten	ME	2015-2016
Williams	Loy	Student Council	Creek	2015-2016

SCHEDULE "A"
September 14,2015

Wilson	Nicole	Counselor	High School	2015-2016
Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Wilson	Justin	Student Council Sponsor	High School	2015-2016
Winterrowd	Kevin	Assistant Baseball Coach	High School	2015-2016
Wirsich	Cathy	Homebound based instructor		08/31/15 - 01/09/16
Wood	Jeana	Homebound based instructor		08/31/15 - 10/06/15
Woodward	Courtney	Student Council	Trails	2015-2016
Yates	Mark	Detention Teacher	High School	2015-2016

Schedule "B"
September 14,2015

Support Substitutes - \$7.25 per hour		
Allen,Dyann	Harper,David	Pearson,Savannah
Baglivo,Alexa	Heck,Frances	Pippins,Kara
Beecroft,Andrea	Hendricks,Amy	Plumlee,Amanda
Berndt,Ashley	Higgins,Rebecca	Putnam,Cynthia
Birdsley,Christina	Hill,Robert	Reade,Dorell
Bledsoe,Ann-Marie	Honohan,Carol	Reed,Jamie
Bohn,Pisa	Johnson,Monica	Rigsby,Jessica
Booth,Mandi	Jones,Jacquelyn	Roberts,Karen
Bottoms,Marian	Jordan,John	Roslewski,Rachael
Brewer,Juliet	Julian,Jennifer	Schmerfeld,Hope
Burk,Diana	Knight,Sherron	Schwartz,Betty Lou
Carlson,Delaney	Lagaly,Stephanie	Scweinfurth,Janet
Carr,Nashia	Landers,Diana	Simmons,Ronda
Carrington,Deborah	Lane,Alicia	Slover,Courtney
Case,Gayla	Lane,Linda	Spaan,Wendy
Chandler,Christy	Lindsey,Katy	Stahly,Wanda
Collins,Rachael	Marzec,Bernice	Stefanick,Connie
Danielson,Cassie	McDaniel,Julie	Trail,Candice
Douglas,Michelle	McGowan-Miller,Sue	Turner,Sandra
Driskill,Heather	Merritt,Kathryn	Volenstine,Paula
Estabrooks,Lora	Metscher,Pamela	Washington,Shannon
Followill,Kathy	Miller,Debra	Wheeler,Melisa
Fried,Kara	Miller,Mary	Willett,Ann
Garcia,Windi	Moore,Juanita	Witter,Alyssa
Gleason,Randi	Morrow,Janice	Wood,Nita
Glenn,Holly	Mount,Tina	Woodard,Pam
Grubbs,Tara	Northcutt, Amber	Wycoff,Debra
Hammer,Deanna	Ogden,Jamie	
Harding,Joan	O'Neill,Karen	
Non-Certified/Non-Degreed Substitutes at \$60 per day		
Allen,Dyann	Glenn,Holly	Moore,Juanita
Bailey,Crystal	Graves,Joshua	Morrow,Janice
Baird,Terry	Greene,Anna	Mount,tina
Beecroft,Andrea	Hammer,Deanna	Orr,Marissa
Birdsley,Christina	Harding,Joan	Pippins,Kara
Bledsoe,Ann-Marie	Heck,Frances	Plumlee,Amanda
Bohn,Pisa	Hendricks,Amy	Putnam,Cynthia
Booth,Mandi	Higgins,Rebecca	Reade,Dorell
Bottoms,Marian	Honohan,Carol	Rigsby,Jessica
Brewer,Juliet	Johnson,Monica	Roberts,Karen
Bright,Judith	Jones,Jacquelyn	Schmerfeld,Hope
Carlson,Delaney	Knight,Sherron	Schwartz,Betty Lou
Carr,Nashia	Lagaly,Stephanie	Slover,Courtney
Carrington,Deborah	Landers,Diana	Spaan,Wendy
Christofferson,Steven	Lane,Alicia	Stahly,Wanda
Delgado-Daugherty,Kevin	Lindsey,Katy	Trail,Candice

Schedule "B"
September 14, 2015

Non-Certified/Non-Degreed Substitutes at \$60 per day		
Douglas,Michelle	Little,Kasey	Washington,Shannon
Driskill,Heather	Machado,Sierra	White,Joshua
Followill,Kathy	Merritt,Kathryn	Woodard,Pam
Garcia,Windi	Miller,Debra	Witter,Alyssa
Gleason,Randi	Miller,Mary	
Non-Certified/Degreed Substitutes at \$60 per day		
Baglivo,Alexa	Estabrooks,Lora	Pagano,Ruby
Bowman,Janice	Grubbs,Tara	Porter,Paula
Branch,Valerie	Harper,David	Reed,Jamie
Burk,Diana	Hill,Robert	Rosiewski,Rachael
Chandler,Christy	Jordan,John	Simmons,Ronda
Coleman,Jerry	Julian,Jennifer	Turner,Sandra
Collins,Rachael	Leder-Swift,Ethel	Wheeler,Melisa
Danielson,Cassie	Marzec,Bernice	Wren,Charies
DeSplinter,Jill	O'neill,Karen	Wycoff,Debra
Certified Substitutes at \$70 per day		
Berndt,Ashley	McGowan-Miller,Sue	Stefanick,Connie
Bowman,Elayne	Metscher,Pamela	Steiner,David
Cardenas,Randy	Northcutt, Amber	Volenstine,Paula
Case,Gayla	Pearson,Savannah	Wagner,Christine
Fried,Kara	Porter,Jimmy	Willett,Ann
Lane,Linda	Schweinfurth,Janet	Wood,Nita

Memo

To: Board of Education

Date: 10/07/2015

Re: Donation

SM
10-7-15

Please consider and/or act upon my recommendation to approve the donation from Mustang Rotary Club in the amount of \$533.30 to MPS and to be given to the Special Olympics Team to be used for scholarships and supplies, the funds raised by administrator in the Western Days dunk tank were matched by the Rotary.

Mustang Public Schools Request for transfer of Funds

From: Administration 051 Brenda Gunn *OB 9/1/15*
 Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

Account #	Activity Fund Account Name	Amount to be transferred
From: <u>867</u>	<u>Administration</u>	\$ <u>120⁰⁰</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____
To: <u>937</u>	<u>HS Staff</u>	\$ <u>120⁰⁰</u>
To: _____	_____	\$ _____
To: _____	_____	\$ _____

Reason for funds to be transferred: FOR OSSAA PASSES
FOR ADMINISTRATORS

Sufficient funds in account to complete transaction: Yes *KG*
 (to be completed by Activity Fund Custodian) No

Board approval: _____ Approved _____
 Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
 Activity Fund
 Custodian

OSSAA - PO Box 14590 - Oklahoma City, OK 73113 **INVOICE**



MUSTANG HIGH SCHOOL ATTN : Teresa Wilkerson
 906 South Heights Drive
 Mustang OK, 73064

6A High School Principal Submission Form # PP-09481-16 **Balance = \$150**

Full Name	Position	Pass Status	Guest	Pass Status	\$	Submission Date
Teresa Wilkerson	Principal - High School	Approved	Whitney Twiehaus	Approved	0	8/6/2015
Craig Chestnut	Principal Asst - High School	Approved	Shannon Chestnut	Approved	0	8/6/2015
Toby Blair	Principal Asst - High School	Approved	Sarah Blair	Approved	0	8/6/2015
Kenny Nelson	Principal Asst - High School	Approved	Karen Nelson	Approved	0	8/6/2015
Renee Boatman	Principal Asst - High School	Approved	Donald Boatman	Approved	0	8/6/2015
Ramae Collins	Principal Asst - High School	Approved	Phil Collins	Approved	0	8/6/2015
Robert Foreman	Principal Asst - High School	Approved	Shannon Foreman	Approved	30	8/6/2015
Charles Bradley	Central Office Cert Admin	Approved	Christy Bradley	Approved	30	8/6/2015
Angela Mills	Central Office Cert Admin	Approved	Scott Grunewald	Approved	30	8/6/2015
Tracy Skinner	Central Office Cert Admin	Approved	Todd Skinner	Approved	30	8/6/2015
Ryan McKinney	Central Office Cert Admin	Approved	Holly McKinney	Approved	30	8/6/2015

Enclosed are your playoff passes that were submitted and approved by the OSSAA.
 Please remit FULL PAYMENT with this invoice to the OSSAA office within 30 days of receiving your passes. Thank you.

[Handwritten Signature]
 8/18/2015

Mustang Public Schools Request for transfer of Funds

From: Valley - 841 110 Gail Mitchell
 Activity Fund Name Site Sponsor Signature

Please transfer funds as indicated below:

Account #	Activity Fund Account Name	Amount to be transferred
From: <u>841</u>	<u>Valley</u>	\$ <u>260.00</u>
From: _____	_____	\$ _____
From: _____	_____	\$ _____
To: <u>965</u>	<u>Valley Stu Co</u>	\$ <u>260.00</u>
To: _____	_____	\$ _____
To: _____	_____	\$ _____

Reason for funds to be transferred: _____
Funds deposited in wrong account.


Sufficient funds in account to complete transaction: Yes GM
 (to be completed by Activity Fund Custodian) _____ No

Board approval: _____ Approved _____
 Date Disapproved _____

Board President signature: _____

Transfer completed by: _____ Date: _____
 Activity Fund Custodian

Memo

Date: 9/28/2015
To: Mr. Charles Bradley 
From: Dr. Angela Mills
RE: Canadian Valley Technology Center Syllabi

Please submit to the board for consideration and/or action upon the recommendation to approve the 2015-2016 Canadian Valley Technology Center Program Syllabi.

Changes from the previous year syllabi are summarized below:

Career Majors Added:

Cabinetmaker pg 25
CNC Machine Operator (entry level) pg 71
Precision Machine/Manufacturing Technician pg 71
Web Application Developer pg 101
Long-Term Care Aide pg 106

Career Majors No Longer Available:

Medium/Heavy Diesel Parts Specialist
Web Design
Advanced Manual Machinist
CNC Machinist
Medical Transcriptionist
Medical Office Specialist
E-Business Specialist-Web

Respectfully submitted,



Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools



September 16, 2015

Mr. Sean McDaniel
Mustang Public Schools
906 S. Heights Dr.
Mustang, OK 73064

Dear Mr. McDaniel,

It is a requirement of the State Department of Education that sending schools Boards of Education approve the academic courses that are to be transcribed from the Technology Center instruction. Since many of our courses have academic components, we have provided a Course Syllabi giving titles and descriptions of all the courses offered at Canadian Valley Technology Center. A copy is enclosed for your review. Additional copies are available if needed. We appreciate your taking care of this for us and offer any assistance you might want in the approval process.

Once the courses have been approved, please send me a copy of the board minutes indicating this action.

The students attending Canadian Valley Technology Center receive high quality training, college credit, career counseling, job placement assistance and life skills to help them be successful in their future. Thank you for allowing Canadian Valley Technology Center to be an extension of your school.

Sincerely,

A handwritten signature in black ink, appearing to read 'William J. Bradley'.

William J. Bradley
Assistant Superintendent



2015-2016

Program Syllabi

Cowan Campus
1701 S. Czech Hall Rd
Yukon, OK 73099
405-345-3333

Holt/El Reno Campus
1000 Garth Brooks Blvd
Yukon, OK 73099
405-262-2629

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CTE Academic Credits	4
Holt / El Reno Campus:	
Automotive Collision Technology	7
Automotive Service Technology	11
Aviation Maintenance Technology	15
Computer Information Systems	21
Construction Trades	25
Cosmetology	29
Diesel Technology	33
Digital Media Technology	37
Early Care & Education	41
Electrical Trades	45
Graphic Design	49
Health Careers	53
Heating, Ventilation, Air Conditioning & Refrigeration	59
Math	63
Practical Nursing	65
Precision Machining Technology	71
Project Connect	75
Project SEARCH	77
Service Careers	79
Welding	83
Dr. Earl Cowan Campus:	
Biomedical Sciences	89
Business Office Technology	93
Computer Aided Drafting & Design	97
Computer Programming	101
Health Careers	105
Math	109
Pre-Engineering	111
Business and Industry Services (BIS) Programs	115



1000 Garth Brooks Blvd
Yukon, OK 73099

Phone: (405) 262-2629
Fax: (405) 422-2292

1701 South Czech Hall Road
Yukon, OK 73099

Phone: (405) 345-3333
Fax: (405) 345-3429

We hope that this Program Syllabi will be useful to you as you advise and enroll students in Canadian Valley Technology Center programs. We constantly strive to provide programs that are relevant and timely for our students and appreciate your input and suggestions.

If you have any questions about any of the programs, please feel free to contact one of our counselors. They are responsible for specific programs as listed below:

Contact a Counselor on the El Reno/Holt Campus at 262-2629 for the following program areas:

Automotive Collision Technology
Automotive Service Technology
Computer Information Systems
Construction Trades
Cosmetology
Diesel Technology
Digital Media Technology
Early Care & Education

Electrical Trades
Graphic Design
Health Careers
Heating, Ventilation, Air Conditioning & Refrigeration
Practical Nursing
Precision Machining Technology
Service Careers
Welding

Contact the Counselor on the Dr. Earl Cowan Campus at 345-3340 for the following program areas:

Biomedical Sciences
Business Office Technology
Computer Aided Drafting and Design

Computer Programming
Health Careers
Pre-Engineering

The program areas in these syllabi are being offered for the 2015-16 school year. We reserve the right to cancel or add classes as we deem necessary in the future. Again, thank you for your interest in Canadian Valley Technology Center. Please let us know if you need further information.

William Bradley
Assistant Superintendent

Gayla Lutts
Campus Director
El Reno Campus

Greg Taylor
Campus Director
Cowan Campus

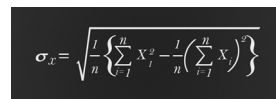
Say What?!?



Canadian Valley Technology Center recognizes the importance for students to obtain industry and trade-specific certifications and licenses. In an effort to maximize the number of students earning certifications and licenses, the District authorizes the expenditure of general funds to cover the direct costs of industry and trade-specific certification examinations and licenses related to the approved programs of study.

The District will pay for up to two industry or trade-specific certification examinations and licenses related to the student's approved program of study. This benefit is intended for the initial attempt only and not intended for any retakes. Only in-district students may apply for this benefit. A student must be currently enrolled in or recently completed (within the current year) an approved career major. Student must be in good standing at Canadian Valley Technology Center. The student must have the program instructor recommendation to take the certification and/or licensure exam. Only the industry and trade-specific certification examinations and licenses approved by the administration will be considered for this benefit.

Give me some CREDIT here!



Awarding of credit for COURSES shall be at the option of the local independent board of education.

Programs → Career Majors → Courses

1. Use the Table of Contents to find the student's program.
2. Determine the career major in which the student is enrolled.
3. Identify eligible courses within the career major.

Orange highlight: Computer Technology Credit
Oklahoma's Promise (OHLAP) with OCAS codes

Yellow highlight: Science Credit

Blue highlight: Math Credit

For additional information: <http://www.okcareertech.org/educators/ocas-codes/fy16-ocas-subject-codes/view?searchterm=OHLAP>

HIGH SCHOOL CREDIT

Students can earn high school science credit in Anatomy & Physiology in the following CVTC programs.

- **Biomedical Sciences (Honors)** at the CVTC Cowan Campus
- **Health Careers** at both the El Reno and Cowan Campuses

IMPORTANT INFORMATION FOR CTE ACADEMIC CREDITS/TRANSCRIPTING

On March 26, 2015, the Oklahoma State Board of Education approved certain math and science courses taught at technology centers and select high schools to count for academic credit on high school transcripts. **On June 8, 2015, the Oklahoma State Regents for Higher Education approved the PLTW Pre-Engineering and PLTW Biomedical courses to count for academic credit on the ACE College Prep/Work Ready curriculum and to count for OKPromise.** CTE Biotechnology courses will count as a science course on the ACE CORE curriculum and will count as electives on the ACE CollegePrep/WorkReady curriculum

In order for students to receive credit for these courses, it is imperative that schools follow these guidelines:

- 1) Technology Centers must submit these courses to their partner schools' boards of education for approval to count these courses as academic credit for graduation purposes.
- 2) The following chart shows which courses count for math or science credit and how the instructor of that course must be certified. Digital Electronics is the only course counting for math. In order for students to receive MATH credit, this course must be taught by a highly qualified, Advanced/Secondary Math (5550) certified teacher. BioMedical courses can count for SCIENCE credit if the teacher is highly qualified and certified in Biology (6003) or Biological Sciences (6050). If the instructor is not certified in the listed area, then the course will count as an elective. Pre-Engineering courses can count for SCIENCE credit if the teacher is highly qualified and certified in Physics (6015) or Chemistry (6006).
- 3) **NCAA** – High schools will need to submit to NCAA course syllabi's for the courses approved by the local BOEs that meet the requirements for math or science credit. Technology Centers will need to work with their partner schools to supply the information needed by NCAA. Technology Centers DO NOT submit information to NCAA.
- 4) It is **very important** that the technology centers send their partner schools the correct OCAS code when listing courses receiving academic credit. (Just as technology centers have been doing for Human Anatomy/Physiology in Health and for courses already on the OKPromise list of approved courses.) It is also **very important** that high schools use these same codes when adding the courses to the students' transcripts. The correct OCAS codes for the science and math courses are listed in the chart below.
- 5) Here is the link to the list of courses on the SDE's website:
<http://www.ok.gov/sde/accreditation-standards-division> scroll down to subject codes. Under Grades 9-12, click on FY2015-2016.

Courses Approved for Academic Credit and OKPromise Credit	OCAS Code	Teacher Certification Required By Subject Area
MATH:		
◆ PLTW Digital Electronics	8711	Counts for a math credit if taught by a teacher certified in Advanced/Secondary Math (5550)
SCIENCE:		
◆ PLTW Principles of Biomedical Science	8706	Counts as a science credit if taught by a teacher certified in Biology (6003), Biological Sciences (6050) or Chemistry (6006)
◆ PLTW Human Body Systems	8707	Counts as a science credit if taught by a teacher certified in Biology (6003), Biological Sciences (6050) or Chemistry (6006)
◆ PLTW Biomedical Innovations	8719	Counts as a science credit if taught by a teacher certified in Biology (6003), Biological Sciences (6050) or Chemistry (6006)
◆ PLTW Medical Interventions	8708	Counts as a science credit if taught by a teacher certified in Biology (6003), Biological Sciences (6050) or Chemistry (6006)
◆ PLTW Biotechnical Engineering	8714	Counts as a science credit if taught by a teacher certified in Physics (6015) or Chemistry (6006)
◆ PLTW Aerospace Engineering	8715	Counts as a science credit if taught by a teacher certified in Physics (6015) or Chemistry (6006)
COMPUTER EDUCATION:		
PLTW Computer Integrated Manufacturing	8712	Counts as a Computer Technology credit if taught by a certified teacher*
PLTW Computer Science and Software Engineering	8851	Counts as a Computer Technology credit if taught by a teacher certified in Advanced/Secondary Math (5550), Physics (6015), Computer Science, Intermediate Mathematics (5552), or Business Education (7513) with AP Computer Science teaching experience
◆ Principals of Engineering	8710	Currently counts as a computer technology credit for OKPromise if taught by a certified teacher*
◆ Introduction to Engineering Design	8709	Currently counts as a computer technology credit for OKPromise if taught by a certified teacher *
COURSES COUNTING AS ELECTIVES:		
Civil Engineering and Architecture	8713	Counts as an elective credit and must be taught by a teacher certified in Advanced/Secondary Math (5550), Physics (6015), Chemistry (6006) or Trade & Industrial Education (7509)
◆ Engineering By Design and Development	8716	Counts as an elective credit and must be taught by a teacher certified in Advanced/Secondary Math (5550), Physics (6015), Chemistry (6006) or Trade & Industrial Education (7509)

◆ Indicates courses currently offered at CV Tech

Survey of Biotechnology	8701	Counts as a science on ACE CORE curriculum only; counts as an elective on ACE College Prep/Work Ready Curriculum. Teachers must be certified in Biology (6003), Biological Sciences (6050), or Chemistry (6006)
Biotechnology I	8702	Counts as a science on ACE CORE curriculum only; counts as an elective on ACE College Prep/Work Ready Curriculum. Teachers must be certified in Biology (6003), Biological Sciences (6050), or Chemistry (6006)
Biotechnology II	8703	Counts as a science on ACE CORE curriculum only; counts as an elective on ACE College Prep/Work Ready Curriculum. Teachers must be certified in Biology (6003), Biological Sciences (6050), or Chemistry (6006)
Advanced Biotechnology I	8704	Counts as a science on ACE CORE curriculum only; counts as an elective on ACE College Prep/Work Ready Curriculum. Teachers must be certified in Biology (6003), Biological Sciences (6050), or Chemistry (6006)
Advanced Biotechnology II	8717	Counts as a science on ACE CORE curriculum only; counts as an elective on ACE College Prep/Work Ready Curriculum. Teachers must be certified in Biology (6003), Biological Sciences (6050), or Chemistry (6006)
Biotechnology Capstone	8705	Counts as a science on ACE CORE curriculum only; counts as an elective on ACE College Prep/Work Ready Curriculum. Teachers must be certified in Biology (6003), Biological Sciences (6050), or Chemistry (6006)

Information correct as of June 8, 2015

CVTC Program Area: **Automotive Collision Technology**

Career Majors: Combination Collision Repair Technician
Non-Structural Repair Technician
Structural Repair Technician

Course Breakdown by Career Major:

Career Majors:	Hours
<u>Combination Collision Repair Technician – 975 hours</u>	
TI00751- Introduction to Collision Repair Technology	45
TI00347- Auto Collision Trim and Hardware	30
TI00343- Auto Collision Non-Structural Metal Straightening/Repair	90
TI00342- Auto Collision MIG (GMAW) Welding	105
TI00275- Automotive Body Panel Adjustment and Alignment	45
TI00284- Refinish Preparation	105
TI00831- Refinish Application	120
TI00285- Refinish Color Adjustment	75
TI00830- Refinish Blending and Painting Defects	45
TI00344- Auto Collision Plastic Component Repair and Replacement	60
TI00348- Automotive Glass Replacement	60
TI00397- Automotive Collision Damage Analysis	75
TI00281- Auto Collision Written Estimating	30
TI00283- Automotive Detailing	60
TI00802- Workforce Staging	30
<u>Non-Structural Repair Technician - 465 hours</u>	
TI00751 -Introduction to Collision Repair Technology	45
TI00343- Auto Collision Non-Structural Metal Straightening/Repair	90
TI00342- Auto Collision MIG (GMAW) Welding	105
TI00347- Auto Collision Trim and Hardware	30
TI00344- Auto Collision Plastic Component Repair and Replacement	60
TI00275- Automotive Body Panel Adjustment and Alignment	45
TI00348- Automotive Glass Replacement	60
TI00802- Workforce Staging	30
<u>Structural Repair Technician - 945 hours</u>	
TI00751- Introduction to Collision Repair Technology	45
TI00347- Auto Collision Trim and Hardware	30
TI00397- Auto Collision Damage Analysis	75

TI00343- Auto Collision Non-Structural Metal Straightening/Repair	90
TI00275- Automotive Body Panel Adjustment and Alignment	45
TI00395- Auto Collision Cutting and Heating Processes	15
TI00342- Auto Collision MIG (GMAW) Welding	105
TI00348- Automotive Glass Replacement	60
TI00345- Auto Collision Squeeze-Type Resistance Spot Welding (STRSW)	15
TI00277- Auto Collision Aluminum Welding	30
TI00279- Auto Collision Steering & Suspension	45
TI00280- Auto Collision Structural Repair	90
TI00346- Auto Collision Structural Component Replacement & Sectioning	90
TI00282- Auto Collision Mechanical Systems	75
TI00393- Auto Collision Air Conditioning & Cooling	45
TI00828- Auto Collision Electrical/Electronics	60
TI00802- Workforce Staging	30

Hours 1050 (3 hours/day = 525 hours per year)

Instructor David Venard
405-422-2233 (Best time to contact: 3:15-4:15)
venardd@cvtech.edu

Program Area Description Learn collision repair with an emphasis placed on late model vehicles. Specific training areas include shop management, structural (frame) repair, collision repair, refinishing and auto detailing. All areas require in-depth shop safety training.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in live work projects. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 6th grade reading level
Basic math skills; Algebra

Resources Curriculum is provided at no cost to students.

Occupations/ Average Salary Range	Painter Helper	\$8.00-13.00/hour
	Body Technician Helper	\$8.00-15.00/hour
	Auto Detailer	\$7.25-13.00/hour
	Refinishing Technician	\$13.00-25.00/hour
	Collision Technician	\$15.00-20.00/hour
	Shop Foreman	\$50,000 and up

Certifications	Preparation for assessment/certification: Automotive Service Excellence (ASE) Certified Program I-Car Certifications, optional ASE Junior Certifications for Students						
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.						
Evaluation	Standards Based <table border="0" style="margin-left: 20px;"> <tr> <td>NATEF Tasks</td> <td style="text-align: right;">80%</td> </tr> <tr> <td>Exams</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Employability</td> <td style="text-align: right;">10%</td> </tr> </table>	NATEF Tasks	80%	Exams	10%	Employability	10%
NATEF Tasks	80%						
Exams	10%						
Employability	10%						
Grading Scale	A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = below 60 I = incomplete						
Student Organization	SkillsUSA						
Clothing Requirements	Students must wear long pants or shorts and close-toed shoes. No basketball shorts. Must wear clothes that can get dirty. Be prepared to get dusty.						
Goals	<ol style="list-style-type: none"> 1. Prepare students for entry-level positions in automotive collision. 2. Provide students with employability skills necessary to make them successful in the world of work. 3. Develop leadership skills through participation in the career tech student organization, SkillsUSA. 4. Develop character traits that will contribute to success on the job. 						

CVTC Program Area: **Automotive Service Technology**

Career Majors: Automotive General Service Technician (NATEF aligned)
Automotive Maintenance & Light Repair Technician (NATEF aligned)

Course Breakdown by Career Major:

Career Majors:	Hours
<u>Automotive General Service Technician (NATEF aligned) – 945 hours</u>	
TI01609- Fundamentals of Automotive Service (NATEF aligned)	45
TI01610- Automotive Brakes (NATEF aligned)	105
TI01611- Automotive Steering and Suspension (NATEF aligned)	95
TI01612- Automotive Electrical/Electronics (NATEF aligned)	230
TI01613- Automotive Engine Performance (NATEF aligned)	220
TI01614- Automotive Heating and Air-Conditioning (NATEF aligned)	95
TI01615- Automotive Engine Repair (NATEF aligned) (Option 1)	125
TI01616- Automotive Automatic Transmission (Option 2)	125
TI00802- Workforce Staging	30
<u>Automotive Maintenance & Light Repair Technician (NATEF aligned) – 630 hours</u>	
TI01609- Fundamentals of Automotive Service (NATEF aligned)	45
TI01610- Automotive Brakes (NATEF aligned)	105
TI01611- Automotive Steering and Suspension (NATEF aligned)	95
TI01612- Automotive Electrical/Electronics (NATEF aligned)	230
TI01615- Automotive Engine Repair (NATEF aligned) (Option 1)	125
TI01616- Automotive Automatic Transmission (NATEF aligned) (Option 2)	125
TI01617- Automotive Manual Drive Train and Axle (NATEF aligned) (Option 3)	125
TI00802- Workforce Staging	30
Hours	1050 (3 hours/day = 525 hours per year)

Instructors Dustin Bickley
405-422-2241 (Best time to contact: 3:15-4:15)
dbickley@cvtech.edu

Justin Roberts
405-422-2240 (Best time to contact: 3:15-4:15)
jroberts@cvtech.edu

Program Area Description In this NATEF* Certified Program, students will learn to diagnose and repair most makes of automobiles, including the latest computer controlled models. This program partners with area dealerships, independent shops and parts stores to provide On-the-Job-Training (OJT) opportunities. Upon successful completion of their course work, many students' OJT experiences turn into full-time jobs. This class is designed to prepare students to work in the automotive field.

*National Automotive Technician Education Foundation

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, demonstration, guided practice, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in engine performance, electrical systems, brakes, heat and air, manual drive/axle, steering and suspension, engine repair, and automatic transmission diagnosis and repair. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 10th grade reading level
Basic math skills; Algebra; Geometry

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies. *(Bookstore prices are subject to change)*

Occupations / Average Salary Range	Electrical Specialist	\$10.00-25.00/hour
	Maintenance & Light Repair	\$10.00-25.00/hour
	Brakes Specialist	\$10.00-25.00/hour
	Heat and Air Conditioning Specialist	\$10.00-25.00/hour
	Alignment Specialist	\$10.00-25.00/hour

Certifications	<p>Preparation for assessment/certification: Automotive Service Excellence (ASE) Certified Program - 9 ASE Student Certifications available</p> <p>9 Oklahoma Competency Tests through ODCTE - Brakes, Steering and Suspension, Manual Transmission and Drivetrain, Electrical, Engine Repair, Engine Performance, Heating and Air Conditioning, Automatic Transmission</p>								
Completion Requirements	<p>The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.</p>								
Evaluation	<table border="0"> <tr> <td colspan="2">Standards Based Grades</td> </tr> <tr> <td>NATEF Tasks</td> <td style="text-align: right;">80%</td> </tr> <tr> <td>Exams</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Employability</td> <td style="text-align: right;">10%</td> </tr> </table>	Standards Based Grades		NATEF Tasks	80%	Exams	10%	Employability	10%
Standards Based Grades									
NATEF Tasks	80%								
Exams	10%								
Employability	10%								
Grading Scale	<p>A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = below 60 I = incomplete</p>								
Student Organization	SkillsUSA								
Clothing Requirements	Shirts with sleeves and closed-toe shoes are required.								
Goals	<ol style="list-style-type: none"> 1. To prepare students to work in the automotive field and obtain full time employment in the field of choice. 2. To practice study skills and critical thinking skills in order to prepare the students for higher education and for problem-solving on the job. 								

AMT-3075	Advanced Aircraft Propeller Systems	30	5
AMT-3085	Fundamentals of Aircraft Gas Turbine Engines	48	8
AMT-3095	Induction, Cooling, Exhaust, Lubrication and Starting Systems	30	5
AMT-3105	Gas Turbine Engine Fuels and Fuel Controls	30	5
AMT-3115	Gas Turbine Engine Ignition Systems	30	5
AMT-3125	Engine Removal, Overhaul, Installation and Testing	102	17
AMT-3135	Inspection, Repair, Alteration and Troubleshooting	60	10
BLOCK TOTAL FOR POWERPLANT 2		330	55
AMT-4005	Airframe Structures, Aerodynamics and Rigging	66	11
AMT-4015	Aircraft Welding	30	5
AMT-4025	Aircraft Finishes and Fabric Covering	48	8
AMT-4035	Sheet Metal Structures	144	24
AMT-4045	Bonded Structures, Laminates and Plastics	42	7
BLOCK TOTAL FOR AIRFRAME 1		330	55
AMT-4055	Hydraulics and Pneumatics	78	13
AMT-4065	Landing Gear Systems	54	9
AMT-4075	Aircraft Atmosphere and Climate Control Systems	36	6
AMT-4085	Fuel, Ice and Rain Control, Fire Detection, Prot. And Ext. Systems	36	6
AMT-4095	Instrument, Pilot Static, Pos. and warn. And Comm./Nav. Systems	36	6
AMT-4105	Aircraft Inspections	90	15
BLOCK TOTAL FOR AIRFRAME 2		330	55
Total Hours Aviation Maintenance General		1980	330
AMT Powerplant			
COURSE	COURSE NAME	HOURS	DAYS
AMT-1005	Shop Safety	12	2
AMT-1015	Mathematics	30	5
AMT-1025	Physics and Basic Aerodynamics	30	5
AMT-1035	Federal Aviation Regulations, Publications and Records	30	5
AMT-1045	Blueprints and Drawings	30	5
AMT-1055	Aircraft Hardware and Precision Measuring Instruments	30	5
AMT-1065	Hand and Power Tools	18	3
AMT-1075	Aircraft Ground Handling and Servicing	24	4
AMT-1085	Weight and Balance	30	5
AMT-1095	Structural Materials and Processes	42	7
AMT-1105	Aircraft Cleaning and Corrosion Control	24	4
AMT-1115	Fluid Lines and Fittings	30	5
BLOCK TOTAL FOR GENERAL		330	55
AMT-1125	Basic Electricity and D.C. Circuits	48	8
AMT-1135	Aircraft Battery Service and Inspection	24	4
AMT-1145	A.C. Electrical Circuits	48	8
AMT-1155	Solid State Circuits	30	5
AMT-2045	Aircraft Electrical Systems	120	20 ⁴⁵

AMT-2055	Aircraft Wiring Practices	60	10
BLOCK TOTAL FOR G.A.P.E (General Airframe Powerplant Electrical)		330	55
AMT-3005	Fundamentals of Reciprocating Engines	48	8
AMT-3015	Induction, Cooling, Exhaust, Lubrication and Starting Systems	30	5
AMT-3025	Aircraft Reciprocating Engine Fuels and Fuel Controls	30	5
AMT-3035	Aircraft Reciprocating Engine Ignition Systems	30	5
AMT-3045	Engine Removal, Overhaul, Installation and Testing	102	17
AMT-3055	Inspection, Repair, Alteration and Troubleshooting	60	10
AMT-3065	Basic Aircraft Propeller Systems	30	5
BLOCK TOTAL FOR POWERPLANT 1		330	55
AMT-3075	Advanced Aircraft Propeller Systems	30	5
AMT-3085	Fundamentals of Aircraft Gas Turbine Engines	48	8
AMT-3095	Induction, Cooling, Exhaust, Lubrication and Starting Systems	30	5
AMT-3105	Gas Turbine Engine Fuels and Fuel Controls	30	5
AMT-3115	Gas Turbine Ignitor Systems	30	5
AMT-3125	Engine Removal, Overhaul, Installation and Testing	102	17
AMT-3135	Inspection, Repair, Alteration and Troubleshooting	60	10
BLOCK TOTAL FOR POWERPLANT 2		330	55
Total Hours Powerplant		1320	220
AMT Airframe			
COURSE	COURSE NAME	HOURS	DAYS
AMT-1005	Shop Safety	12	2
AMT-1015	Mathematics	30	5
AMT-1025	Physics and Basic Aerodynamics	30	5
AMT-1035	Federal Aviation Regulations, Publications and Records	30	5
AMT-1045	Blueprints and Drawings	30	5
AMT-1055	Aircraft Hardware and Precision Measuring Instruments	30	5
AMT-1065	Hand and Power Tools	18	3
AMT-1075	Aircraft Ground Handling and Servicing	24	4
AMT-1085	Weight and Balance	30	5
AMT-1095	Structural Materials and Processes	42	7
AMT-1105	Aircraft Cleaning and Corrosion Control	24	4
AMT-1115	Fluid Lines and Fittings	30	5
BLOCK TOTAL FOR GENERAL			
AMT-1125	Basic Electricity and D.C. Circuits	48	8
AMT-1135	Aircraft Battery Service and Inspection	24	4
AMT-1145	A.C. Electrical Circuits	48	8
AMT-1155	Solid State Circuits	30	5
AMT-2045	Aircraft Electrical Systems	120	20
AMT-2055	Aircraft Wiring Practices	60	10
BLOCK TOTAL FOR G.A.P.E.		330	55
AMT-4005	Aerodynamics, Structures & Rigging	66	11 ⁴⁶

AMT-4015	Aircraft Welding	30	5
AMT-4025	Finishes & Fabric Covering	48	8
AMT-4035	Sheet Metal Structures	144	24
AMT-4045	Bonded Structures, Laminates & Plastics	42	7
BLOCK TOTAL FOR AIRFRAME 1		330	55
AMT-4055	Hydraulics and Pneumatics	78	13
AMT-4065	Landing Gear Systems	54	9
AMT-4075	Aircraft Atmosphere and Climate Control Systems	36	6
AMT-4085	Fuel, Ice and Rain Control, Fire Detection, Prot. And Ext. Systems	36	6
AMT-4095	Instrument, Pilot Static, Pos. and warn. And Comm./Nav. Systems	36	6
AMT-4105	Aircraft Inspections	90	15
BLOCK TOTAL FOR AIRFRAME 2		330	55
Total Hours for Airframe		1320	220
Hours	1980 total		

Instructor Martin Engell
422-2242 (Best time to contact: 3:30 PM to 4:30 PM)
mengell@cvtech.edu

Program Area Description This FAA-approved program provides students with broad and varied experience in aviation science and theory related to aircraft shop practice, maintenance and repair. Students are prepared for jobs as aircraft maintenance technicians and support personnel. Topics include general information, basic electricity, airframe structure, airframe systems, reciprocating engines and systems, propeller systems, and gas turbines and systems.

Instructional Methods Instructional delivery consists of learning activity packets, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in all aspects of general aviation maintenance. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 8th grade reading level
Basic math skills; Algebra

Resources Adult students will need to purchase books.
(Bookstore prices are subject to change.)

Occupations / Average Salary Range Aviation Maintenance Technician \$12.00-22.00/hour

Certifications	Preparation for assessment/certifications: FAA Mechanics certificate with Airframe and Powerplant ratings Federal Aviation Administration (FAA, part 147) approved program	
Completion Requirements	Complete courses to total 1980 hours of instruction and pass the end-of-instruction competency exam.	
Evaluation	Assignments	25%
	Projects	50%
	Exams	25%
Grading Scale	A = 93 – 100% B = 85 – 92% C = 77 – 84% D = 70 – 76% F = below 70 I = incomplete	
Student Organization	SkillsUSA	
Clothing Requirements	Students are expected to dress appropriately for the industry including, but not limited to, long pants and closed-toe leather shoes.	
Goals	<ol style="list-style-type: none"> 1. Develop tactile skills so students can pass the FAA examination and perform entry level work in the industry. 2. Provide students with employability skills necessary to make them successful in the world of work. 3. Practice effective communication skills. 4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education. 5. Develop character traits that will contribute to success on the job. 	

Career Majors:

Network PC Support Specialist
 PC Support Technician
 Assistant Network Server Technician
 Network Systems Technician
 Network Technician Associate
 Assistant Network Technician

Career Majors with Course Code and Title:**Hours****Network PC Support Specialist – 943 hours**

BT00182- Fundamentals of Technology *8169	120
BT00126- Computer Repair and Troubleshooting I *8136	225
BT00051- Computer Repair and Troubleshooting II *8137	241
BT00052- Network & Routing Fundamentals *8125	237
BT00110- Career Major Capstone	120

PC Support Technician – 480 hours

BT00182- Fundamentals of Technology *8169	120
BT00126- Computer Repair and Troubleshooting I *8136	120
BT00051- Computer Repair and Troubleshooting II *8137	120
BT00110- Career Major Capstone	120

Assistant Network Server Technician – 510 hours

BT00182- Fundamentals of Technology *8169	120
BT00017- Network/Client Operating Systems *8121	120
BT00052- Network and Routing Fundamentals *8125	150
BT00110- Career Major Capstone	120

Network Systems Technician – 750 hours

BT00182- Fundamentals of Technology *8169	120
BT00052- Network and Routing Fundamentals *8125	150
BT00017- Network/Client Operating Systems *8121	120
BT00037- Server Operating Systems *8122	120
BT00043- Network Management *8123	120
BT00110- Career Major Capstone	120

Network Technician Associate – 540 hours

BT00182- Fundamentals of Technology *8169	120
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BT00052- Network and Routing Fundamentals *8169	150
BT00018- Routing, Switching, and WAN Technologies *8126	150
BT00110- Career Major Capstone	120

Assistant Network Technician – 510 hours

BT00182- Fundamentals of Technology *8169	120
BT00017- Network/Client Operating Systems *8121	120
BT00052- Network and Routing Fundamentals *8124	150
BT00110- Career Major Capstone	120

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Don DeWald
405-422-2326 (Best time to contact: 3:15-4:15)
ddewald@cvtech.edu

Program Area Description In this program area, students will build, install, configure, upgrade, diagnose, troubleshoot, repair and secure computer workstations, servers and networks. Students will learn to build and install Ethernet cabling and connect and configure switches, hubs and routers, allowing computers to communicate with one another. The capstone project in the program will focus on network security; building and configuring firewalls; Virtual Private Networks (VPNs) and intrusion detection systems (IDS) to protect network data and resources.

Instructional Methods Instructional delivery consists of online Internet curriculum, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in installing, configuring, repairing and securing computer networks. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 10th grade reading level
Basic math skills

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.

(Bookstore prices are subject to change)

Occupations/ Average Salary Range	Help Desk Technician	\$26,000-45,000/year
	PC Technician	\$20,000-55,000/year
	Network Technician	\$24,000-65,000/year
	Network Administrator	\$36,000-75,000/year
	Network Engineer	\$36,000-95,000/year

Certifications Preparation for assessment/certification:

- CompTIA A +
- Comp TIA Network +
- CompTIA Security +
- CompTIA Linux +
- Microsoft Technology Associate
- Microsoft Certified Professional
- Microsoft Certified Solutions Associate
- Cisco Certified Network Administrator
- Linux Professional Institute LPIC-1
- SUSE Certified Linux Administrator

Computer Technology credit (high school)

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student’s career goals.

Evaluation	Exams	33%
	Written Labs	33%
	Hands-On Labs	33%

Grading Scale

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = below 60

I = incomplete

Student Organization Business Professionals of America (BPA), SkillsUSA

Clothing Requirements Professional dress one day per week

- Goals**
1. Prepare students for entry-level positions in computer network repair.
 2. Provide students with employability skills necessary to make them successful in the world of work.
 3. Develop character traits that will contribute to success on the job.

CVTC Program Area: **Construction Trades**

Career Majors: General Carpenter
Cabinetmaker

Course Breakdown by Career Major:

Career Majors:	<u>Hours</u>
<u>General Carpenter – 1005 hours</u>	
TI00766- Construction Core	120
TI00767- Introduction to Carpentry	30
TI00923- Plan Reading and Elevations	30
TI00216- Building Materials, Fasteners, and Adhesives	15
TI00408- Wall and Ceiling Framing	60
TI00407- Stairs	15
TI00223- Roof Framing	30
TI00096- Metal Stud Framing	45
TI00763- Roofing Applications	60
TI00492- Concrete and Reinforcing Materials	15
TI00078- Residential Exterior Trim & Roof	60
TI00194- Metal Building Concepts	15
TI00895- Edge Forms	30
TI00778- Form Carpentry	45
TI00193- Becoming a Crew Leader	15
TI00802- Workforce Staging	30
TI00404- Drywall Installation	45
TI00402- Drywall Finishing	45
TI00409- Windows, Doors, Floors & Ceiling Trim	30
TI00655- Interior Doors & Trim	30
TI01186- Millwork and Ornamental Moldings	30
TI00653- Cabinet Design/Planning & Estimating	30
TI00654- Basic Cabinet Construction	60
TI00060- Counter Tops & Laminates Construction	30
TI00383- Cabinet Installation	30
TI00972- Loaders	60
<u>Cabinetmaker – 780 hours</u>	
TI01587- Architecture and Construction Core	90
TI00710 - Introduction & Safety	15
TI00711 - Fundamentals of Cabinetmaking	54
	30

TI01596 - Cabinet Design/Planning and Estimating Techniques	60
TI01592 - Basic Cabinet Construction Techniques	150
TI01590 - Introduction to Interior Doors and Trim	105
TI00060 - Counter Tops & Laminates Construction	30
TI00061 - Basic Finishing Techniques	15
TI00712 - Advanced Cabinet Construction	45
TI00656 - Furniture Design & Construction	45
TI00910 - Advanced Stair Systems	45
TI00802 - Workforce Staging	30
TI00192 - Workforce Connection	120

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Brian Deason
405-422-2237 (Best time to contact: 3:15-4:15)
bdeason@cvtech.edu

Program Area Description Develop skills in current commercial and residential building techniques in frame and finish carpentry. This course includes instruction in roofing, framing, siding, doors and trim, cabinetmaking and counter tops. Graduates are employed in residential and commercial construction as carpenters, concrete masons and heavy equipment operators.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in woodworking, cabinet and furniture making, and carpentry. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 8th grade reading level
Basic math skills

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.

(Bookstore prices are subject to change)

Occupations/ Average Salary Range	Entry Level Equipment Operator	\$10.00- 22.00/hour
	Cabinetmaker Assistant	\$8.00-12.00/hour
	Carpenter	\$10.00-16.00/hour
	Experienced Carpenter	\$16.00-22.00/hour
	Business Owner/Operator	\$19.00-25.00/hour
	Concrete Former/Finisher	\$12.00-20.00/hour

Certifications Preparation for assessment/certification:

National Center for Construction Education and Research (NCCER)
Certification

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.

Evaluation Grades will be based on Assessment of the following:

Competency performance	80%
Theory	10%
Employability	10%

Grading Scale

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 60
- I = incomplete

Student Organization SkillsUSA

Clothing Requirements Long pants and closed-toe shoes; no loose-fitting clothing

Goals

1. Prepare students for entry level positions in carpentry, cabinetmaking and furniture making.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Develop leadership skills through participation in the career tech student organization, SkillsUSA.
4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education.
5. Develop character traits that will contribute to success on the job.

CVTC Program Area:

Cosmetology

Career Majors:

- Cosmetologist
- Cosmetologist-Public
- Esthetician
- Nail Technician
- Practicing Master Instructor
- Master Instructor

Course Breakdown by Career Major:

Career Majors:

Hours

Cosmetologist – 1500 hours

TI00116- Introduction to Cosmetology	150
TI00117- Shampoo/Conditioning/Rinses	60
TI00118- Hairstyling	390
TI00119- Haircutting	180
TI00120- Basic Manicure/Pedicure	90
TI00121- Hair Texture Chemical Restructuring	240
TI00122- Hair Coloring	120
TI00123- Basic Facials	30
TI00124- Lash & Brow Tinting & Arching	30
TI00125- Scalp Treatments	30
TI00127- Customer Service/Shop Management	180

Cosmetologist-Public – 1000 hours

TI00440- Introduction to Cosmetology- Public	150
TI00813- Shampoo/Conditioning/Rinses-Public	30
TI00516- Hairstyling-Public	180
TI00064- Haircutting-Public	120
TI00441- Basic Manicure/Pedicure- Public	60
TI00065- Hair Texture Chemical Restructuring-Public	180
TI00442- Hair Coloring-Public	90
TI00066- Basic Facials-Public	30
TI00263- Lash & Brow Tinting & Arching-Public	30
TI00517- Scalp Treatments-Public	30
TI00068- Customer Service/Shop Management-Public	100
*Cosmetology Related Subjects	500

(These subjects shall be offered at the partner school and must be approved high school related subjects.)

Esthetician – 600 hours

TI00981- Introduction to Esthetician Technology	58 80
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TI00673- Facial Sciences: Histology, Dermatology, and Physiology of the Skin	180
TI00135- Non-Permanent Hair Removal	40
TI00136- Facials	200
TI00400- Cosmetology Laws, Rules & Regulations	40
TI01005- Salon Development – Esthetician	60

Nail Technician – 600 hours

TI00984- Introduction to Nail Technology	40
TI00138- Nail Structure: Composition, Disorders & Diseases	60
TI00139- Manicures	80
TI00140- Artificial Nails	160
TI00988- Nail Art	60
TI00738- Pedicures	80
TI00137- Salon Development	80
TI00400- Cosmetology Laws, Rules & Regulations	40

Practicing Master Instructor – 500 hours

TI00520- Orientation and Review of Cosmetology Curriculum – Practicing	30
TI00265- Introduction to Teaching – Practicing	60
TI00072- Course Outline and Development – Practicing	165
TI00073- Law, Beauty School Management, and Record Keeping – Practicing	45
TI00266- Teaching and Assisting in the Classroom and Clinic – Practicing	75
TI00443- Practice Teaching in the Classroom and Clinic – Practicing	125

Master Instructor – 1000 hours

TI00670- Orientation and Review of Cosmetology Curriculum	60
TI00948- Introduction to Teaching	120
TI00949- Courses Outline and Development	330
TI00769- Law, Beauty School Management, and Record Keeping	90
TI00671- Teaching and Assisting in the Classroom and Clinic	150
TI00672- Practice Teaching in the Classroom and Clinic	250

Hours 1050 (3 hours/day = 525 hours per year)

Instructors	<p>Tammie Chastain 405-422-2309 (Best time to contact: 3:20-4:15) tchastain@cvtech.edu</p> <p>Stephanie Davidson 405-422-2323 (Best time to contact: 3:20-4:15) sdavidson@cvtech.edu</p> <p>Mai Nguyen 405-422-2200 (leave a message) mnguyen@cvtech.edu</p>	
Program Area Description	<p>This program prepares students for the State Board of Cosmetology licensing exam. Students will receive classroom instruction and hands-on training in nail, scalp, hair and facial treatments and care. High school students must complete 1000 hours of technology center training in the theory and practice of Cosmetology. An additional 500 hours of required training is waived for high school students if high school courses are successfully completed. High school students must be at least 16 years old by November 1st. Students must be registered by the State Board of Cosmetology, which requires a \$5.00 fee, documentation of date of birth and social security number prior to attending class. Students may not be enrolled in pull-out academic classes.</p>	
Instructional Methods	<p>Instructional delivery consists of lecture, discussion, textbook (Mindtap website), haircut simulation, group and individual projects, guest speakers, field trips, and observation. Students gain hands-on experience in the on-site salon setting. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.</p>	
Suggested Entry Level Skills	<p>8th grade reading level Basic math skills; Algebra</p>	
Resources	<p>Books are provided at no cost to high school students. The textbook this year will be through an online website, login.cengagebrain.com, that gives students 24 hour access to the textbook, activities, and the student calendar. Adult students may purchase materials at the CV Tech Bookstore.</p>	
Occupations/ Average Salary	<p>Cosmetologist (entry level)</p> <p>Experienced Cosmetologist</p>	<p>\$10.00-13.00/hour</p> <p>\$24,00-35,000/year</p>

**Licensing/
Certifications**

Preparation for assessment/certification:

Cosmetology license exams are offered by the Oklahoma State Board of Cosmetology.

Students are eligible to take the state board exam after the completion of required class hours.

**Completion
Requirements**

The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.

Evaluation

Theory	45%
Practical	45%
Employability	10%

Grading Scale

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 60
- I = incomplete

**Student
Organization**

SkillsUSA

**Clothing
Requirements**

Uniforms will be required.

Goals

1. Prepare students for entry-level positions in cosmetology.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Provide students with the writing, grammar and math skills necessary to become successful as an employee.
5. Develop leadership skills through participation in the career tech student organization, SkillsUSA.
6. Provide students with the study skills and critical thinking skills needed to prepare them for higher education.
7. Acquire contacts with industry representatives that will lead to potential employment for students.
8. Develop character traits that will contribute to success on the job.

CVTC Program Area: Diesel Technology

Career Majors: Medium/Heavy Diesel Preventative Maintenance Technician
Medium/Heavy Diesel Truck Technician - NATEF Aligned

Course Breakdown by Career Major:

Career Majors:	Hours
<u>Medium/Heavy Diesel Preventative Maintenance Technician – 300 hours</u>	
TI00379- Introduction and Orientation to Diesel Technology	30
TI00890- Diesel Electricity Introduction	60
TI00056- Preventive Maintenance Inspection	60
TI00057- Preventive Maintenance Service	75
TI00021- Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction	45
TI00802- Workforce Staging	30
<u>Medium/Heavy Diesel Truck Technician – NATEF Aligned – 1020 hours</u>	
TI01598- Introduction and Orientation to Diesel Technology (NATEF aligned)	45
TI01602- Preventive Maintenance (NATEF aligned)	105
TI01601- Medium/Heavy Truck Brakes (NATEF aligned)	105
TI01603- Medium/Heavy Truck Steering and Suspension (NATEF aligned)	90
TI01600- Diesel Electrical/Electronics (NATEF aligned)	240
TI01604- Diesel Engine Systems (NATEF aligned)	195
TI01606- Medium/Heavy Diesel Truck Heating and Air Conditioning Introduction (NATEF aligned)	90
TI00802- Workforce Staging	30
TI00192- Workforce Connection	120

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Flint Edwards
405-422-2239 (Best time to contact: 3:15-4:15)
edwardsf@cvtech.edu

Program Area Description Emphasis is on heavy-duty over-the-road trucks and equipment. Students study diesel engines, power train components, fuel and electrical systems, air brake systems and cab air conditioning. Qualified second-year students are eligible for On-the-Job Training (OJT), which often leads to full-time employment upon graduation. Employment is available at major earth-moving equipment dealerships, truck stop semi centers and truck lines. Completers work in service and repair, material handling, equipment service, and as inspectors. This is an ASE certified training facility.

Instructional Methods	Instructional delivery consists of modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in mock-ups and live work. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.	
Suggested Entry Level Skills	8 th grade reading level Basic math skills; Algebra; Geometry	
Resources	Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies. <i>(Bookstore prices are subject to change)</i>	
Occupations/ Average Salary Range	Diesel Technicians	\$13.00-25.00/hour
Certifications	Preparation for assessment/certification: Automotive Service Excellence (ASE) Certified Program certificates available: - Brakes - Steering and Suspension - Electrical - Diesel Engines State Competencies available: - Preventative Maintenance - Electrical - Diesel Engines	
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	
Evaluation	Competency	80%
	Theory	10%
	Employability	10%
Grading Scale	A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = below 60 I = incomplete	

**Student
Organization**

SkillsUSA

**Clothing
Requirements**

Jeans, steel-toe shoes or boots and safety glasses are required. Lightweight coveralls may be used to protect clothing.

Goals

1. Prepare students for entry-level positions in the diesel industry.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Strengthen the writing, grammar and math skills necessary to become successful as an employee.
4. Develop character traits that will contribute to success on the job.

CVTC Program Area: **Digital Media Technology**

Career Majors: Desktop Publisher/Graphic Designer
Video Producer

Career Majors with Course Code and Title: Hours

Desktop Publisher/Graphic Designer – 840 hours

BT00182- Fundamentals of Technology *8169	120
BT00063- Desktop Publishing and Graphic Design *8149	120
BT00128- Multimedia & Image Management Techniques *8150	120
BT00064- Digital Editing and Production Photography	120
BT00110- Career Major Capstone	120
BT00129- Digital Media Production	120
BT00003- Fundamentals of Web Design *8153	120

Video Producer – 1080 hours

BT00182- Fundamentals of Technology *8169	120
BT00128- Multimedia & Image Management Techniques *8149	120
BT00129- Digital Media Production	120
BT00100- Non-Linear Digital Editing	120
BT00058- Advanced Digital Video Tools and Techniques	120
BT00060- Broadcast Production	120
BT00059- Audio Production	120
BT00056- Non-Linear Digital Production	120
BT00110- Career Major Capstone	120

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Afton Jameson
405-422-2293 (Best time to contact: 3:15-4:15)
ajameson@cvtech.edu

Course Description The DMT program includes digital media production and graphic design. Learn how to create and animate graphics using Photoshop, Illustrator and InDesign. Video Production students will focus on After Effects, Final Cut or Premiere Pro. Students will have the opportunity to learn on both MAC and PC platforms.

Instructional Methods Instructional delivery consists of modules for learning activity individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in video production and/or digital production. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 10th grade reading level
Basic math skills

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.

(Bookstore prices are subject to change)

Occupations/ Average Salary	Video Producer	\$13.50/hour
	Graphic Design Specialist	\$12.88/hour

Certifications Preparation for assessment/certifications:
Brainbench Industry Certifications **ODCTE Certifications:**
Adobe Certified Associate Certifications:

- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Premiere

Computer Technology credit (high school)

- Production Assistant
- Graphic Designer
- Photographer
- Production Artist
- Producer
- Editor

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student’s career goals.

Evaluation	Projects Grade	50%
	Tests and Exams	30%
	Daily Grade	20%

Grading Scale

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = below 60
I = incomplete

Student Organization Business Professionals of America (BPA)

Goals

1. To assist students in developing web page design, desktop publishing and video composition skills needed for ever-changing technological careers.
2. To provide students with a learning environment that will lead to the acquisition of needed skills.
3. To assist students in developing personal qualities and work habits important to office employees.
4. To lead students to develop communication skills that include the ability to interpret, analyze and transmit facts and ideas graphically, orally and in writing.
5. To develop competencies necessary for reasoning and analytical thinking.

CVTC Program Area: **Early Care and Education**

Career Majors: Early Care and Education Master Teacher
Early Care and Education Teacher Assistant
Entry Level Teacher

Career Majors with Course Code and Title: Hours

Early Care and Education Master Teacher – 1050 hours

FC00020- Early Care and Education Teacher Assistant	525
FC00021- Early Care and Education Master Teacher	525

Early Care and Education Teacher Assistant – 525 hours

FC00020- Early Care and Education Teacher Assistant	525
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Entry Level Teacher – 110 hours

FC00001- Entry Level Child Care Teacher Training	90
FC00059- ELCCT	20

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Debbie White
405-422-2300 (Best time to contact: 3:15-4:15)
dwhite@cvtech.edu

Program Area Description This program is designed to prepare students for employment in child care occupations. The National Accreditation Commission for Early Care and Education Programs (NAC) accredits the on-site Child Development Center, where students will experience rotations with children six weeks through five years of age.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience working in the on-site Child Development Center. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 8th grade reading level
Basic math skills

70

Resources	Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.	
	<i>(Bookstore prices are subject to change)</i>	
Occupations/ Average Salary Range	Early Care & Education Teacher Assistant	\$8.00-11.00/hour
	Early Care & Education Master Teacher	\$12.00-18.00/hour
Certifications	<p>ODCTE Competency Tests:</p> <ul style="list-style-type: none"> • Early Care and Education Entry Level Teacher • Early Care and Education Teacher Assistant • Early Care and Education Master Teacher <p>American Heart Association CPR/First Aid</p> <p>Students who achieve Master Teacher enter the Early Childhood Profession on Level 3 of the Early Childhood Professional Development Career Ladder used in the state of Oklahoma.</p>	
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	
Evaluation	Child Development Lab Performance	1/3
	Written Assignments and Tests	1/3
	Lesson Planning and Class Projects	1/3
Grading Scale	<p>A = 90 – 100%</p> <p>B = 80 – 89%</p> <p>C = 70 – 79%</p> <p>D = 60 – 69%</p> <p>F = below 60</p> <p>I = incomplete</p>	
Student Organization	Family, Career and Community Leaders of America (FCCLA)	
Clothing Requirements	Closed-toe shoes required in the Child Development Center kitchen. Clothing should be washable and fit to allow for movement, outdoor activities and sitting on the floor with children.	

Goals

1. Prepare students for entry-level positions in early care and education.
2. Provide instruction that enables students to increase their knowledge of development across the lifespan.
3. Strengthen employability skills necessary to make students successful in the world of work.
4. Practice effective communication skills.
5. Develop leadership skills through participation in the career tech student organization, FCCLA.
6. Develop study skills and critical thinking skills to prepare students for higher education.
7. Develop character traits that will contribute to success on the job.

CVTC Program Area: **Electrical Trades**

Career Majors: Commercial Electrician's Assistant
Residential Electrician's Assistant

Course Breakdown by Career Major:

Career Majors:	<u>Hours</u>
<u>Commercial Electrician's Assistant – 870 hours</u>	
TI00771- General Construction Safety and First Aid	30
TI00203- Electrical Safety in Construction	15
TI00204- Electrical Theory in Construction	120
TI00772- Electrical Schematic & Blueprint Reading in Construction	45
TI00773- Electrical Power and Hand Tools and Equipment in Construction	30
TI00774- Direct Current Circuits in Construction	60
TI00168- Alternating Current Circuits in Construction	90
TI00893- National Electrical Code in Construction	120
TI00206- Electrical Distribution in Construction	60
TI00776- Motor Theory & Operation in Construction	30
TI00207- Motor Control Wiring in Construction	30
TI00777- Programmable Logic Controllers in Construction	90
TI00775- Commercial Wiring Methods	120
TI00802- Workforce Staging	30
<u>Residential Electrician's Assistant – 780 hours</u>	
TI00771- General Construction Safety and First Aid	30
TI00203- Electrical Safety in Construction	15
TI00204- Electrical Theory in Construction	120
TI00772- Electrical Schematic & Blueprint Reading in Construction	45
TI00773- Electrical Power and Hand Tools and Equipment in Construction	30
TI00774- Direct Current Circuits in Construction	60
TI00168- Alternating Current Circuits in Construction	90
TI00893- National Electrical Code in Construction	120
TI00205- Residential Wiring Methods	240
TI00802- Workforce Staging	30
Hours	1050 (3 hours/day = 525 hours per year)

Instructor	Micky Marsee 405-422-2255 (Best time to contact: 3:15-4:15) mmarsee@cvtech.edu								
Program Area Description	Students will receive training in residential and commercial electrical installations. They will receive intensive training in the use and understanding of the National Electrical Code, blueprint reading, NEC Code calculations, safety and wiring methods.								
Instructional Methods	Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software, and observation. Students gain hands-on experience in installing electrical equipment. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.								
Suggested Entry Level Skills	9 th grade reading level Basic math skills; Algebra; Geometry; Trigonometry								
Resources	Books are provided at no cost to high school students. Adults should contact instructor for a list of books.								
Occupations/ Average Salary Range	<i>(Bookstore prices are subject to change)</i> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Electrical Apprentice</td> <td style="width: 50%;">\$10.00-20.00/hour</td> </tr> <tr> <td>Electric Maintenance</td> <td>\$10.00-22.00/hour</td> </tr> <tr> <td>Electric Utilities</td> <td>\$10.00-22.00/hour</td> </tr> <tr> <td>Junior Electrical Estimators</td> <td>\$10.00-24.00/hour</td> </tr> </table>	Electrical Apprentice	\$10.00-20.00/hour	Electric Maintenance	\$10.00-22.00/hour	Electric Utilities	\$10.00-22.00/hour	Junior Electrical Estimators	\$10.00-24.00/hour
Electrical Apprentice	\$10.00-20.00/hour								
Electric Maintenance	\$10.00-22.00/hour								
Electric Utilities	\$10.00-22.00/hour								
Junior Electrical Estimators	\$10.00-24.00/hour								
Certifications	Preparation for assessment/certification: Residential Certification Commercial Certification NCCER Certification Following completion, students can enter the job market as a Advanced Electrical Apprentice in Training.								
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.								
Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Tests</td> <td style="width: 50%;">60%</td> </tr> <tr> <td>LAP Assignments</td> <td>40%</td> </tr> </table>	Tests	60%	LAP Assignments	40%				
Tests	60%								
LAP Assignments	40%								

Grading Scale	<p>A = 90 – 100%</p> <p>B = 80 – 89%</p> <p>C = 70 – 79%</p> <p>D = 60 – 69%</p> <p>F = below 60</p> <p>I = incomplete</p>
Student Organization	SkillsUSA
Clothing Requirements	Personal Protective Equipment (PPE) including safety glasses, closed-toe shoes and coveralls or overalls
Goals	<ol style="list-style-type: none"> 1. Prepare students for entry level positions in electrical trades. 2. Provide students with employability skills necessary to make them successful in the world of work. 3. Practice effective communication skills. 4. Provide students with the writing, grammar and math skills necessary to become successful as an employee. 5. Develop leadership skills through participation in the career tech student organization, SkillsUSA. 6. Provide students with the study skills and critical thinking skills needed to prepare them for higher education. 7. Acquire contacts with industry representatives that will lead to potential employment for students. 8. Develop character traits that will contribute to success on the job.

CVTC Program Area: **Graphic Design**

Career Majors: Advertising Designer
Visual Arts Production Artist

Course Breakdown by Career Major:

Career Majors:	<u>Hours</u>
<u>Advertising Designer – 1200 hours</u>	
TI00858- Safety I	15
TI00871- Graphic Design Mathematics	15
TI00448- Copyright Law	15
TI00451- Introduction to Graphic Communications	120
TI00391- Typography	45
TI00484- Computer Fundamentals	45
TI00736- Design and Color Principles	60
TI00737- Digital Typography	45
TI00310- Digital Page Layout	180
TI00311- Digital Image Manipulation	60
TI00312- Digital File Prep	60
TI00487- Project Management Conceptual Design Process	90
TI00488- Page Layout Publication Design	180
TI00489- Basic Computer Illustration	90
TI00490- Portfolio Development I	60
TI00007- Work-based Learning Capstone/OJT	75
TI00485- Professional and Personal Development	15
TI00802- Workforce Staging	30
<u>Visual Arts Production Artist – 600 hours</u>	
TI00858- Safety 1	15
TI00871- Graphic Design Mathematics	15
TI00448- Copyright Law	15
TI00484- Computer Fundamentals	45
TI00451- Introduction to Graphic Communications	120
TI00391- Typography	45
TI00310- Digital Page Layout	180
TI00311- Digital Image Manipulation	60
TI00312- Digital File Prep	60
TI00485- Professional and Personal Development	15
TI00802- Workforce Staging	30

Hours	1050 (3 hours/day = 525 hours per year)	
Instructor	Lechelle Calderwood 405-422-2260 (Best time to contact: 3:15-4:15) calderwoodl@cvtech.edu	
Course Description	The program prepares students to recognize and interpret concepts in advertising and design and to create their own in InDesign, Illustrator, and Photoshop. Topics include typography, color, page layout, illustration, math in graphic design, and more.	
Instructional Methods	<p>The focus of this program is to create concepts and develop ideas that lead to well-designed projects and products, which will ultimately lead to a good portfolio. This class will utilize observation, reading, writing, speaking, mathematics, and production in order to create designs. The 21st century skills developed in this class are problem solving, accountability, communication, productivity, teamwork, creativity, collaboration, and critical thinking. Graphic designers communicate with art directors, clients, marketing specialists, supervisors, interactive designers, copy writers, and more to complete projects and give presentations in the workplace, and this class will simulate those scenarios.</p> <p>Students will follow an individualized learning plan and complete Active Learning Packets. Instruction will come from demonstrations, guest speakers, field trips, hands-on activities, and design projects such as logos, brochures, posters, and more.</p>	
Suggested Entry Level Skills	<p>9th grade reading level</p> <p>Basic math skills</p>	
Suggested Resources	<p>16G jump drive (approximately \$12--\$16)</p> <p><i>(Bookstore prices are subject to change)</i></p>	
Occupations/ Average Salary	Production Artist	\$12/hour
	Layout Artist	\$13/hour
	Graphic Designer	\$15/hour
	Freelance Designer	Varies with project and experience
Certifications	Computer Science credit (high school)	
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	

Evaluation	Projects	50%
	(major projects are counted twice in calculation)	
	Tests	30%
	Professionalism	20%

Grading Scale	A = 90 – 100%
	B = 80 – 89%
	C = 70 – 79%
	D = 60 – 69%
	F = below 60
	I = incomplete

Student Organization	SkillsUSA
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- | | |
|--------------|---|
| Goals | <ol style="list-style-type: none"> 1. Prepare students for entry-level positions in graphic design and advertising. 2. Practice creativity, critical thinking, collaboration, and communication. 3. Foster employability skills that will help students succeed in the workplace. 4. Develop leadership skills through participation in SkillsUSA. 5. Practice Professionalism |
|--------------|---|

All first year Health Careers students attend classes at the Holt Campus. Second year students will attend either Holt or Cowan depending on the career major chosen. Majors offered at Cowan are listed on page 105.

CVTC Program Area: Health Careers

- Career Majors:**
- Dental Assistant
 - Feeding Assistant
 - Home Health Care Nursing Aide
 - Long Term Care Aide
 - Medication Administration Technician
 - Nursing Assistant
 - Pharmacy Aide
 - Pharmacy Technician
 - Veterinary Assistant

Career Majors with Course Code and Title:

Dental Assistant – 645 Hours

HL00169- Core Healthcare Provider CPR and First Aid	15
HL00284- Foundations of Dental Assisting	30
HL00286- Dental Science	75
HL00285- Clinical Sciences for the Dental Assistant	360
HL00240- Internship in the Dental Office	105
HL00342- Core Medical Terminology	60

Feeding Assistant – 285 Hours

HL00032- Health Careers Core Curriculum (Technology Center)	225
HL00169- Core Healthcare Provider CPR and First Aid	15
HL00429- Feeding Assistant	45

Home Health Care Nursing Aide – 16 Hours (prerequisite -Long Term Care Aide)

HL00001- Home Health Care Nursing Assistant	16
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Long Term Care Aide – 91 Hours

HL00318- Introduction to Long Term Care Aide	3
HL00319- Role of the Nursing Aide in Long Term Care	3
HL00320- Safety for Long Term Care Nursing Aide	3
HL00321- Basic Human Needs for Residents/Clients	3
HL00322- Communication for the Nursing Aide	3
HL00323- Consumer Rights, Ethical & Legal Issues Affecting the Nursing Aide in Long Term Care	3
HL00324- Infection Control for Long Term Care Aide	82 9

HL00325- Residential/Client Mobility, Positioning and Transfer	9
HL00326- Basic Nursing Skills	15
HL00328- Care for the Patient with Dementia/Alzheimer’s Diseases	16
HL00329- Death and Dying	5
HL00330- Normal and Abnormal Body Structure and Function	3
HL00327- Supervised Clinical Experience in Long Term Care Aide	16

Medication Administration Technician – 16 Hours

HL00359- Medication Administration Technician	16
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Nursing Assistant – 511 Hours

HL00032- Health Careers Core Curriculum (Technology Center)	225
HL00342- Core Medical Terminology	60
HL00046- Anatomy and Physiology	120
HL00169- Core Healthcare Provider CPR and First Aid	15
HL00004- Long Term Care Aide	91

Pharmacy Aide – 350 Hours

HL00049- Core Medical Mathematics	30
HL00342- Core Medical Terminology	60
HL00432- Pharmacy Aide	260

Pharmacy Technician – 735 Hours

HL00342- Core Medical Terminology	60
HL00046- Anatomy and Physiology	120
HL00169- Core Healthcare Provider CPR and First Aid	15
HL00119- Orientation to the Pharmacy Technician Career	15
HL00120- Pharmacy Law and Ethics	15
HL00121- Pharmacology for PhT	75
HL00123- Pharmacological Calculations	60
HL00124- Retail Pharmacy Operations	30
HL00421- Pharmaceutical Terminology	15
HL00422- Professional Skills in the Pharmacy	15
HL00423- Pharmacy Technician Certification Preparation	30
HL00083- Pharmacy Technician Internship	60
HL00032- Health Careers Core Curriculum (Technology Center)	225

Veterinary Assistant – 615 Hours

HL00032- Health Careers Core Curriculum (Technology Center)	225
HL00046- Anatomy and Physiology	120
HL00342- Core Medical Terminology	60
HL00170- Veterinary Office Management Procedures	93

HL00169- Core Healthcare Provider CPR and First Aid	15
HL00171- Large and Small Animal Medicine	15
HL00337- Large and Small Animal Care	15
HL00341- Diagnostic Procedures for the Veterinary Assistant	15
HL00344- Surgical Procedures for the Veterinary Assistant	30
HL00051- Routine Duties in a Veterinary Clinic	30
HL00052- Principles of Pharmacology for the Veterinary Assistant	15
HL00053- Internship for Veterinary Assistant	60

Hours 1050 (3 hours/day = 525 hours per year)

Instructors Colleen Dill
405-422-2224 (Best time to contact: 3:15-4:15)
cdill@cvtech.edu

Jaime Popp
405-422-2353 (Best time to contact: 3:15-4:15)
jpopp@cvtech.edu

Neva Wiggins
405-422-2219 (Best time to contact: 3:15-4:15)
nwiggins@cvtech.edu

Program Area Description Gain core knowledge in anatomy, physiology, medical terminology, medical math, first aid/CPR and communication pertaining to the health sector. Advanced students may choose from Pharmacy Technician, MAT, CNA, Feeding Assistant, Dental Assistant or Veterinary Assistant career majors.

Instructional Methods Instructional delivery consists of modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in lab and clinical settings. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 8th grade reading level
Basic math skills; Algebra

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.

(Bookstore prices are subject to change)

Occupations/ Average Salary	Pharmacy Technician	\$10.00-\$15.00/hour
	Medication Aide Technician	\$9.00-\$11.00/hour
	Nursing Assistant	\$9.00-\$11.00/hour
	Veterinary Assistant	\$8.00-\$10.00/hour

Certifications

Preparation for assessment/certification:

State Health Department

- Long Term Care/Nurse Aide
- Home Health Care Aide
- Nursing Assistant

Pharmacy Technician (PTCB) National Certification Test

National Health Care Foundation Skills Assessment

ODCTE Certificate of Competency:

- Dental Assistant
- Veterinary Assistant
- Pharmacy Technician

Anatomy and Physiology Science credit (high school)

Completion Requirements

The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student’s career goals.

Evaluation

Written Assignments	1/3
Lab/Clinical Skills	1/3
Tests	1/3

If no clinic:

Written	1/2
Tests	1/2

Grading Scale

A = 90 – 100%
 B = 80 – 89%
 C = 70 – 79%
 D = 60 – 69%
 F = below 60
 I = incomplete

Student Organization

Health Occupations Students of America (HOSA)

Clothing Requirements

Navy tops (*provided*) and khaki scrub pants are required for clinicals, OJE (On-the-Job Experience) and other activities designated by the school

Goals

1. Prepare students to become professionally-skilled health care workers ready to begin their careers in the health care industry.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Provide students with the writing, grammar and math skills necessary to become successful as an employee.
5. Develop leadership skills through participation in the career tech student organization, HOSA.
6. Provide students with the study skills and critical thinking skills needed to prepare them for lifelong learning.
7. Acquire contacts with industry representatives that will lead to potential employment for students.
8. Develop character traits that will contribute to success on the job.

CVTC Program Area: Heating, Ventilation, Air Conditioning and Refrigeration

Career Majors: Air Distribution Sheet Metal Fabricator/Installer
 Commercial HVAC & Refrigeration Technician
 Residential HVAC Installer
 Residential and Light Commercial HVAC Technician

Course Breakdown by Career Major:

Career Majors:	<u>Hours</u>
<u>Air Distribution Sheet Metal Fabricator/Installer – 300 hours</u>	
TI00766- Construction Core	120
TI00522- Introduction to Sheet Metal in Construction	30
TI00946- Installation of Air Distribution Systems	30
TI00723- Insulation	15
TI00523- Sheet Metal Layout and Processes	30
TI00524- Trade Math	15
TI00525- Fabrication and Parallel Line Development	30
TI00802- Workforce Staging	30
<u>Commercial HVAC & Refrigeration Technician – 1200 hours</u>	
TI00687- Introduction to HVACR: Safety, Tools and Equipment	30
TI00222- Principles of Thermodynamics and Heat Transfer	60
TI00717- Piping and Piping Practices	45
TI00690- Electricity for HVAC/R	60
TI01134- HVAC/R Controls	45
TI01215- HVAC/R Solid State Electronics	30
TI00924- Load Calculations	15
TI00925- Refrigerant System Components	90
TI00685- Air Conditioning Systems	120
TI00148- Refrigerants and Lubricants	15
TI00934- Refrigerant Recovery	15
TI00719- Refrigerant Retrofits	15
TI01146- Heat Pumps	30
TI00922- Heating Systems	120
TI00686- Air Handling	45
TI00684- HVAC/R System Installation and Start-Up (Commercial)	180
TI01161- HVAC/R System Servicing and Troubleshooting (Commercial)	80

TI00500- Indoor Air Quality	15
TI01190- HVAC/R Preventive Maintenance	15
TI00497- HVAC/R Codes, Regulations & Standards	30
TI00746- Multiplexed Evaporator Systems	90
TI00802- Workforce Staging	30
TI00718- Professional Service	15

Residential HVAC Installer – 465 hours

TI00687- Introduction to HVACR: Safety, Tools and Equipment	30
TI00222- Principles of Thermodynamics and Heat Transfer	60
TI00717- Piping and Piping Practices	45
TI00148- Refrigerants and Lubricants	15
TI00934- Refrigerant Recovery	15
TI00719- Refrigerant Retrofits	15
TI00686- Air Handling	45
TI01181- HVAC/R System Installation and Start-Up (Residential)	120
TI00500- Indoor Air Quality	15
TI01190- HVAC/R Preventive Maintenance	15
TI00497- HVAC/R Codes, Regulations & Standards	30
TI00718- Professional Service	15
TI00924- Load Calculations	15
TI00802- Workforce Staging	30

Residential and Light Commercial HVAC Technician – 1050 hours

TI00687- Introduction to HVACR: Safety, Tools, and Equipment	30
TI00222- Principles of Thermodynamics and Heat Transfer	60
TI00717- Piping and Piping Practices	45
TI00690- Electricity for HVAC/R	60
TI01134- HVAC/R Controls	45
TI01215- HVAC/R Solid State Electronics	30
TI00924- Load Calculations	15
TI00925- Refrigerant System Components	90
TI00685- Air Conditioning Systems	120
TI00148- Refrigerants and Lubricants	15
TI00934- Refrigerant Recovery	15
TI00719- Refrigerant Retrofits	15
TI01146- Heat Pumps	30
TI00922- Heating Systems	120
TI00686- Air Handling	45
TI01181- HVAC/R System Installation and Start-Up (Residential)	120
TI01216- HVAC/R System Servicing and Troubleshooting - Residential	90
TI00500- Indoor Air Quality	15

TI01190- HVAC/R Preventive Maintenance	15
TI00497- HVAC/R Codes, Regulations and Standards	30
TI00718- Professional Service	15
TI00802- Workforce Staging	30

Hours 1050 (3 hours/day = 525 hours per year)

Instructor JW Williams
405-422-2251 (Best time to contact: 3:15-4:15)
williamsjw@cvtech.edu

Program Area Description Learn basic fundamentals of safety, mechanics, refrigeration and electricity for HVACR; residential and light commercial air conditioning; domestic refrigeration; commercial refrigeration and sheet metal. The certificate of graduation in HVACR is accepted by the Construction Industries Board as two years of experience toward the three years required for a Journeyman License. In addition, graduates earn advanced college placement at OSU Okmulgee and advanced placement with the Plumbers and Pipe Fitters Union Local 344.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in installation and service procedures. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 8th grade reading level
Basic math skills

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.

(Bookstore prices are subject to change)

Occupations/ Average Salary

Apprentice Installer	\$10.00-15.00/hour
Service Help	\$10.00-15.00/hour

After obtaining a Journeyman's License, employees may earn \$22.00/hour or more.

Certifications	Preparation for assessment/certification: Two years toward the 3-year Journeyman License requirement Advanced placement with the Plumbers and Pipe Fitters Union Local 344 Advanced placement with Sheet Metal Union EPA Refrigerant Handling Certification NATE Industry Competence Exam (ICE) NCCER Competency Certificate	
Diploma Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	
Evaluation	Performance Theory Discussion Quizzes Employability	70% 10% 10% 10%
Grading Scale	A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = below 60 I = incomplete	
Student Organization	SkillsUSA	
Clothing Requirements	Closed-toe shoes, cotton shirts, and long pants required in lab.	
Goals	<ol style="list-style-type: none"> 1. Prepare students for Journeyman's License in HVACR. 2. Prepare students for entry-level positions in HVACR. 3. Assist students in obtaining Apprentice License. 4. Provide students with employability skills necessary to make them successful in the world of work. 5. Practice effective communication skills. 6. Develop leadership skills through participation in the career tech student organization, SkillsUSA. 7. Provide students with the study skills and critical thinking skills needed to prepare them for higher education. 8. Acquire contacts with industry representatives that will lead to potential employment for students. 9. Develop character traits that will contribute to success on the job. 	

Program	Math
Hours	50 minutes per day, 5 days a week
Instructor	Wendy Hall (405) 422-2263 whall@cvtech.edu Suni Williamson (405) 422-2250 swilliamson@cvtech.edu
Course Description	Math classes are available as pull-out courses, both in morning and afternoon classes. They are available for 11 th or 12 th grade students. Classes are taught by a teacher certified in the subject areas. Seat time requirement must be fulfilled. Students will attend 50 minutes each day. When enrolled, attendance is mandatory. Students will receive one math credit (1/2 unit) for each semester successfully completed; credit for the technology course will be reduced by one credit. Schools on block schedule will grant credit according to their policy. Courses qualify for both high school graduation and college entrance requirements and are aligned with the State Department of Education's PASS objectives. Local schools must approve and transcript the credit.
Instructional Methods	Instructional delivery includes lecture, group and individual projects, computer software, observation, and more. Students gain hands-on experience through participation in labs and special projects.
Suggested Entry Level Skills	9 th grade reading level Basic math skills; Algebra I is a prerequisite.
Resources	Scientific calculator is provided for Geometry. Graphing calculator is provided for Algebra II. Notebook paper and pencils are required for all classes.
College	Courses qualify for both high school graduation and college entrance requirements.
Courses	Geometry Algebra II

Mrs. Hall's Evaluation	Daily Grades	40%
	Tests/Projects	60%

Mrs. Williamson's Evaluation	Daily Grades	30%
	Quizzes/Projects	30%
	Tests	40%

Grading Scale

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = below 60
I = incomplete

- Goals**
1. Practice effective verbal and written communication skills.
 2. Develop and apply problem solving and critical thinking skills.
 3. Develop leadership and teamwork skills through group activities and projects.
 4. Instill positive thinking and self confidence.
 5. Prepare students for higher education.

Mike Gibson, Instructor
405-422-2343 (Best time to contact: 3:15-4:15)
mgibson@cvtech.edu

Melisa Hall, Instructor
405-422-2217 (Best time to contact: 3:15-4:15)
mhall@cvtech.edu

Tamara McKeen, Instructor
405-422-2353 (Best time to contact: 3:15-4:15)
tmckeen@cvtech.edu

Terri Kirby, Instructor
405-422-2333 (Best time to contact: 3:15-4:15)
tkirby@cvtech.edu

Robin Brothers, Instructor
405-422-2333 (Best time to contact: 3:15-4:15)
rbrothers@cvtech.edu

**Program Area
Description**

The Practical Nursing Program provides students with an individualized, facilitated entry/exit program of study. It is a 1540 clock-hour program, and students must attend a minimum of 24 hours per week. Students receive classroom and laboratory instruction in the school setting and clinical experience in area hospitals and various other health agencies. Graduates are eligible to write the NCLEX examination for Practical Nursing licensure after successful completion of the Practical Nursing program. The program is accredited by the Oklahoma Department of Career and Technology Education, and approved by the Oklahoma State Board of Nursing. Students must have a high school diploma or G.E.D. and meet the minimum recommendation 70% in reading and 44% in math on the Test of Essential Academic Skills (TEAS) for admittance into the program. ESL applicants must meet the following minimum recommendation: paper-based international or institutional scores - 500 or above is required and for computer-based international TOEFL - 173 or above.

Oklahoma Nursing Licensure Requirements

The Canadian Valley Technology Center's School of Practical Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].

Regulatory Authority 59 O.S. §567.12 Regulatory Authority 59 O.S. §567.12

INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against another health-related license or certification; or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the Oklahoma Nursing Practice Act. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5]. Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5]. Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. The applicant must submit the following information to the Board: 1. Application for licensure and licensure fee 2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status 3. OSBI criminal history search not more than three (3) months old 4. If applicable, certified copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal. Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may not be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements. Form X02 Revised 6/01, 11/02, 12/04, 4/27/2011

Effective January 2013 all applicants for licensure must present the Oklahoma Board of Nursing with a complete background check through the Federal Bureau of Investigation (FBI).

Goals

1. Prepare students for entry-level positions as Licensed Practical Nurses.
2. Provide students with employability skills necessary to make them successful in the world of work.

Detailed program objectives are available from the Practical Nursing Program Director.

CVTC Program Area: Precision Machining Technology

Career Majors: Manual Machinist
CNC Machine Operator (Entry Level)
Precision Machine/Manufacturing Technician

Course Breakdown by Career Major:

Career Majors:	Hours
<u>Manual Machinist – 345 hours</u>	
TI00856 - Orientation to Machining	30
TI00855 - Machine Tool Theory	45
TI00860 - Print Reading for Machining	45
TI00303 - Precision Measurement	45
TI00363 - Milling Operations	75
TI00849 - Engine Lathe Operations	75
TI00802 - Workforce Staging	30
<u>CNC Machine Operator (Entry Level)—510 hours</u>	
TI01683 - Measurement, Materials and Safety	75
TI01684 - Job Planning, Benchwork and Layout	75
TI01685 - Drill Press	30
TI01416 - Basic CNC Lathe Operations	60
TI01420 - Basic CNC Mill Operations	60
TI00989 - CNC Production Applications	60
TI01690 - Introduction to CNC Turning	60
TI01693 - Introduction to CNC Milling	60
TI00802 - Workforce Staging	30
<u>Precision Machine/Manufacturing Technician—1005 hours</u>	
TI00856 - Orientation to Machining	30
TI00860 - Print Reading for Machining	45
TI00825 - Fundamentals of Manufacturing	45
TI00855 - Machine Tool Theory	45
TI00734 - Metal Preparation for Processing	45
TI00303 - Precision Measurement	45
TI00364 - Precision Grinding	75
TI00849 - Engine Lathe Operations	135
TI01251 - Drill Press Operations	75
TI00363 - Milling Operations	135
TI00844 - Computer Numerical Control Operations	100

TI01420 - Basic CNC Mill Operations	60
TI01421 - CNC Mill Programming	60
TI01416 - Basic CNC Lathe Operations	60
TI01430 - CNC Lathe Programming	60
TI00802 - Workforce Staging	30

Manual Machinist – 345 hours

TI00856- Orientation to Machining	30
TI00855- Machine Tool Theory	45
TI00860- Print Reading for Machining	45
TI00303- Precision Measurement	45
TI00363- Milling Operations	75
TI00849- Engine Lathe Operations	75
TI00802- Workforce Staging	30

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Marc Belew
405-422-2230 (Best time to contact: 3:15-4:15)
mbelew@cvtech.edu

Course Description Instruction is given in setup and operation of machine tools such as lathes, grinding machines, milling and others. Students will learn blueprint reading, math and measuring tools. Students will learn to set up, operate and write manual programs for CNC machining centers (mills) and lathes. A strong background in basic math including geometry is a plus but not required. Graduates will have entry-level machinists’ skills for jobs in the manufacturing field.

Instructional Methods Instructional delivery consists of modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in lab and clinical settings. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 8th grade reading level
Basic math skills; Algebra; Geometry; Trigonometry

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.

(Bookstore prices are subject to change)

Occupations/ Average Salary Range	CNC Machine Operator	\$11.00-25.00/hour
	CNC Programmer	\$11.00-25.00/hour
Certifications	Preparation for assessment/certification:	
	ODCTE Competency Tests:	
	Drill Press	
	Engine Lathe	
	CNC (Computer Numerical Control)	
	NIMS (National Institute for Metalworking Skills) Certification	
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	
Evaluation	Lab Performance / Tests	25%
	Workbook Assignments	25%
	Daily Grade	50%
Grading Scale	A = 90 – 100%	
	B = 80 – 89%	
	C = 70 – 79%	
	D = 60 – 69%	
	F = below 60	
	I = incomplete	
Student Organization	SkillsUSA	
Clothing Requirements	Long pants, short-sleeved shirt, closed-toe shoes with socks, and safety glasses are required.	
Goals	<ol style="list-style-type: none"> 1. Prepare students for entry-level positions in precision machining. 2. Provide students with employability skills necessary to make them successful in the world of work. 3. Practice effective communication skills. 4. Develop leadership skills through participation in the career tech student organization, SkillsUSA. 5. Develop character traits that will contribute to success on the job. 	

Program	Project Connect	
Hours	6 hours per day (3 hours in Project Connect and 3 hours in a technology program)	
Director	Brandon Cary, Director 405-422-2267 (Best time to contact: 8:00-4:30) bcary@cvtech.edu	
Instructors	Charlotte Wakefield, Instructor/Coordinator 405-422-2280 (Best time to contact: 3:15-4:15) cwakefield@cvtech.edu	
	Josh Shandy, Instructor 405-422-2314 (Best time to contact: 3:15-4:15) jshandy@cvtech.edu	
Course Description	Project Connect is an alternative education program designed to help high school students ages 16-19 acquire a marketable skill while earning the credits necessary to receive a high school diploma. The school week includes 15 hours of academic instruction and 15 hours of occupational instruction. Students must be referred by partner school principals or counselors.	
Instructional Methods	Instructional delivery consists of learning activity packets for individualized learning, group and individual projects, guest speakers, field trips and computer software. Employability and life skills instruction is incorporated throughout the program.	
Suggested Entry Level Skills	8 th grade reading level	
Resources	Books are provided at no cost to Project Connect students.	
Certifications	High school credit for graduation is granted by the partner school district.	
Diploma Requirements	Students must meet graduation requirements of their partner schools. Through one-on-one counseling, students contract to earn the credits needed for a high school diploma. Credits are transcribed by the partner high school.	
Evaluation	Written Work	1/3
	Computer Curriculum	1/3
	Tests	1/3

Grading Scale

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = below 60

I = incomplete

Goals

1. Assist students with gaining the knowledge and understanding of required academic courses with 85% accuracy as presented in individual academic contracts.
2. Practice effective communication and life skills.
3. Provide students with the writing, grammar and math skills necessary to become a successful employee.
4. Provide students with the study skills and critical thinking skills needed to prepare them for higher education and training.
5. Develop character traits that will contribute to success in the workplace and society.

Program	Project SEARCH	
Hours	1137 hours (6.5 per day = 1,137 hours per year)	
Instructor	Marti Brown 405-345-3333 (Best time to contact: 7:45-4:15) brownma@cvtech.edu	
Program Area Description	Project SEARCH provides employment and educational opportunities for high school seniors or post-secondary technology center students with disabilities. This nine-month, non-paid internship program is designed to prepare students for entry-level employment through training and career development. Emphasis is on employability skills and the desire to work. The Project SEARCH “classroom” is in a business setting provided by INTEGRIS Hospital. Students’ immersion in the workplace encourages teaching and learning to take place through continuous feedback and acquisition of work skills. Project SEARCH is made possible through a partnership of INTEGRIS Canadian Valley Hospital in Yukon, Canadian Valley Technology Center Holt Campus, and a variety of support agencies.	
Qualifications and Requirements	One-year successful attendance at career tech Active Department of Rehabilitation Services case file Basic math, reading, and communication skills Employee Health Screening including a drug screen, two Tuberculosis tests, and any other tests requested by INTEGRIS Employee Health Department	
Application Process	Complete a Project SEARCH application at the Holt Campus, Canadian Valley Technology Center 405-262-2629 (Contact CVTC for the deadline dates) Student and parent interviews	
Courses/Rotations	Nursing Dietary Speciality Clinic Materials/Warehouse Admissions Physical Therapy	Patient Materials Building Maintenance Services Environmental Services Women’s Center Mail Room Medical Records

Instructional Methods	Hands-on learning experiences, immersion in the workplace to attain real life employment skills, résumé building/application/job interview practice opportunities, communication skills development, life skills application, employability skills and instruction are incorporated with occupational skills throughout the program.
Occupations/ Average Salary Range	This is a non-paid internship program to attain skills needed for competitive employment. If the sponsoring business would like to hire a Project SEARCH student, the student may receive paid employment during the program or upon graduation.
Resources	Instructors and Job Coaches individualize training for each intern on a daily basis. Supplies will be provided to students and/or requested as needed by instructor and staff.
Certifications	All certifications obtained through CVTC are used to build the intern's résumé and determine career path.
Evaluation	Monthly Partner Meetings and Student Led Employment Meetings are regularly scheduled to assess progress. The Weekly Evaluation and Progress Report at the end of each rotation are shared with all partners.
Clothing Requirements	Close-toed shoes are required. Interns will wear washable, properly fitting scrubs that allow for movement and physical activities required by the program. Scrubs will be a designated color and require Project SEARCH and Canadian Valley Technology Center logos. Students must wear a hospital-issued identification badge. If lost or ruined, students are required to pay fifteen dollars (\$15) to replace the badge.
Goals	<ol style="list-style-type: none"> 1. Prepare students for entry-level positions in a variety of settings. 2. Provide individualized instruction that enables students to gain work experience to develop a résumé. 3. Create opportunities for students to effectively practice communication skills in a wide range of settings. 4. Encourage critical thinking and decision-making skills in a real world job setting. 5. Develop character traits that will contribute to overall success of the student. 6. Develop professional skills and abilities to obtain future employment. 7. Network with partnering agencies that may lead to potential employers.

CVTC Program Area: **Service Careers**

Career Majors:	Floriculture Design Assistant (T&I)
	Service Careers Horticulture Assistant (T&I)
	Service Careers Landscaper's Assistant (T&I)
	Service Careers Custodial Floor Care Technician
	Service Careers Custodial Technician
	Service Careers Entry Level Carpentry

Course Breakdown by Career Major:

Career Majors:	<u>Hours</u>
<u>Floriculture Design Assistant (T&I) – 1008 hours</u>	
TI01214- Theory and Design	300
TI00621- Flowers and Foliage	75
TI00622- Basic Techniques and Styles	105
TI01137- Beyond the Basics	105
TI01225- Wedding Flowers	180
TI01226- Sympathy Flowers	75
TI01138- Floral Industry	30
TI00802- Workforce Staging	30
TI00156- Independent Living Skills	108
<u>Service Careers Horticulture Assistant (T&I) – 795 hours</u>	
TI00378-Service Careers Life Skills	30
TI00588- Principles of Horticulture	30
TI00589- Propagation of Horticulture Plants	90
TI00593- Fertilizers & Soils	90
TI00594- Greenhouse Management	120
TI00802- Workforce Staging	30
TI01360- Orientation to the Horticulture Industry	45
TI00615- Landscape Tool Operation	120
TI01370- Preventive Maintenance for Horticulture Equipment	60
TI00613- Landscape Grounds Keeping	120
TI00612- Landscaping Design Considerations	60
<u>Service Careers Landscaper's Assistant (T&I) – 300 hours</u>	
TI00378- Service Careers Life Skills	30
TI00613- Landscape Grounds Keeping	120
TI00615- Landscape Tool Operation	120
TI00802- Workforce Staging	30

Service Careers Custodial Floor Care Technician – 240 hours

TI00378- Service Careers Life Skills	30
TI00444- Custodial Safety practices	30
TI00377- Custodial Services	75
TI00982- Introduction to Cleaning Chemicals	15
TI00950- Floor Care Equipment	30
TI00964- Introduction to Rest Room Maintenance	15
TI00985- Upholstery and Carpet Maintenance	15
TI00802- Workforce Staging	30

Service Careers Custodial Technician – 1005 hours

TI00771- General Construction Safety and First Aid	30
TI01362- Safety Practices for Custodial Technicians	60
TI01364- Advanced Cleaning Chemicals	45
TI01368- Introduction to Custodial Floor Care Equipment	120
TI01363- Advanced Upholstery and Carpet Maintenance	45
TI01369- Advanced Office Maintenance and Cleaning	150
TI01367- Operation of Floor Care Equipment	150
TI01366- Advanced Custodial Services Skills	150
TI01365- Advanced Restroom Maintenance	195
TI00802- Workforce Staging	30
TI00378- Service Careers Life Skills	30

Service Careers Entry Level Carpentry – 405 hours

TI00767- Introduction to Carpentry	30
TI00766- Construction Core	120
TI00216- Building Materials, Fasteners, and Adhesives	15
TI01496- Hand and Power Tools	15
TI00900- Site Layout One - Distance Measurement and Leveling	30
TI00800- Light Equipment in Construction	15
TI00921- Floor Systems	30
TI00408- Wall and Ceiling Framing	60
TI00223- Roof Framing	30
TI00406- Installation of Interior Doors	15
TI00102- Thermal & Moisture Protection	15
TI01599- Working in the Green Environment	15
TI00718- Professional Service	15

Hours 1050 (3 hours/day = 525 hours per year)

Instructor	Jayson Floyd 405-422-2243 (Best time to contact: 3:15-4:15) jfloyd@cvtech.edu	
Course Description	Learn horticulture, floral design, custodial skills and customer service. Students gain hands-on experience as they work in the greenhouse. Emphasis is on the development of employability skills and attitudes.	
Instructional Methods	Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in horticulture, floral design, and custodial skills. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.	
Suggested Entry Level Skills	5 th grade reading level Basic math skills	
Resources	Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies. <i>(Bookstore prices are subject to change)</i>	
Occupations/ Average Salary Range	Greenhouse Worker	\$8.00-\$15.00/hour
	Customer Service Representative	\$8.00-\$12.00/hour
	Landscape Helper	\$8.00-\$17.50/hour
	Floral Design Assistant	\$8.00-\$12.00/hour
	Janitor/Custodian	\$8.00-\$18.00/hour
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	
Evaluation	Competencies	90%
	Employability	10%
Grading Scale	A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = below 60 I = incomplete	

**Student
Organization**

SkillsUSA

**Clothing
Requirements**

Closed-toe shoes are required for all activities. Long pants are required for custodial and landscape labs. Students should wear old clothes or may keep a set of work clothes in their lockers.

Goals

1. To prepare students for entry-level positions in the areas of horticulture, floral design, custodial skills and customer service.
2. To provide students with employability skills and character development necessary to make them successful in the world of work.
3. To develop leadership skills through participation in the career tech student organization, SkillsUSA.

CVTC Program Area: **Welding**

Career Majors:
Pipe Welder
SMAW Structural Welder
Structural Welder
Welder/Fitter

Course Breakdown by Career Major:

Career Majors:

Pipe Welder – 915 hours

	<u>Hours</u>
TI00085- Fundamentals of Welding	30
TI00088- Welding Detail Drawings	30
TI00381- Metal Characteristics and Properties	30
TI00756- Metal Preparation and Heat Treatments	30
TI00097- Fundamentals of Cutting Process	30
TI00380- Oxyfuel Cutting	30
TI00095- GMAW Pipe	60
TI00403- GMAW Aluminum Pipe and Plate	45
TI00761- GMAW/FCAW Equipment and Setup	15
TI00090- SMAW Equipment & Setup	15
TI00089- SMAW Electrodes	15
TI00760- Welding Blueprints	15
TI00086- Welding Joint Fit Up and Adjustment	15
TI00382- Weld Quality	15
TI00082- GTAW Carbon Steel Pipe	90
TI00084- GTAW Low Alloy & Stainless Steel Pipe	90
TI00762- GTAW Aluminum Pipe	75
TI00405- FCAW Pipe	45
TI00092- SMAW Open Root Pipe Welds	105
TI00094- SMAW Stainless Steel Groove and Pipe Welds	75
TI00753- Air Carbon Arc Cutting and Gouging	15
TI00087- Plasma Arc Cutting	15
TI00802- Workforce Staging	30

SMAW Structural Welder – 555 hours

TI00085- Fundamentals of Welding	30
TI00088- Welding Detail Drawings	30
TI00756- Metal Preparation and Heat Treatments	195

TI00381- Metal Characteristics and Properties	30
TI00097- Fundamentals of Cutting Processes	30
TI00380- Oxyfuel Cutting	30
TI00086- Welding Joint Fit Up and Adjustment	15
TI00090- SMAW Equipment & Setup	15
TI00089- SMAW Electrodes	15
TI00760- Welding Blueprints	15
TI00382- Weld Quality	15
TI00401- SMAW Beads & Fillet Welds	120
TI00091- SMAW Groove Welds with Backing	30
TI00093- SMAW Open V Groove Welds	120
TI00802- Workforce Staging	30

Structural Welder – 840 hours

TI00085- Fundamentals of Welding	30
TI00088- Welding Detail Drawings	30
TI00381- Metal Characteristics and Properties	30
TI00756- Metal Preparation and Heat Treatments	30
TI00097- Fundamentals of Cutting Process	30
TI00380- Oxyfuel Cutting	30
TI00761- GMAW/FCAW Equipment and Setup	15
TI00083- GTAW Equipment & Filler Materials	15
TI00090- SMAW Equipment & Setup	15
TI00089- SMAW Electrodes	15
TI00086- Welding Joint Fit Up and Adjustment	15
TI00760- Welding Blueprints	15
TI00382- Weld Quality	15
TI00386- GMAW Plate	60
TI00387- GTAW Plate	60
TI01435- GTAW Aluminum Plate	45
TI00385- FCAW Plate	60
TI00401- SMAW Beads & Fillet Welds	120
TI00091- SMAW Groove Welds with Backing	30
TI00093- SMAW Open V Groove Welds	120
TI00753- Air Carbon Arc Cutting and Gouging	15
TI00087- Plasma Arc Cutting	15
TI00802- Workforce Staging	30

Welder/Fitter – 1050 hours

TI01619- Introduction to Welding & Cutting Processes	90
TI00761- GMAW/FCAW Equipment and Setup	15
TI00381- Metal Characteristics and Properties	30

TI01620- FCAW Plate/Pipe	60
TI00753- Air Carbon Arc Cutting and Gouging	15
TI00087- Plasma Arc Cutting	15
TI00760- Welding Blueprints	15
TI00086- Welding Joint Fit Up and Adjustment	15
TI00083- GTAW Equipment & Filler Materials	15
TI00387- GTAW Plate	60
TI00089- SMAW Electrodes	15
TI00090- SMAW Equipment & Setup	15
TI00401- SMAW Beads & Fillet Welds	120
TI01373- Welding Detail Drawings II	45
TI01435- GTAW Aluminum Plate	45
TI00082- GTAW Carbon Steel Pipe	90
TI01351- Mitering, Saddling and Branching of Pipe	75
TI00092- SMAW Open Root Pipe Welds	105
TI00756- Metal Preparation and Heat Treatments	30
TI00095- GMAW Pipe	60
TI00084- GTAW Low Alloy & Stainless Steel Pipe	90
TI00802- Workforce Staging	30

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Rayce Sanders
405-422-2232 (Best time to contact: 3:15-4:15)
rsanders@cvtech.edu

Program Area Description Prepare for a profitable career in the welding field. Employment is available in hundreds of manufacturing jobs within the Canadian and Oklahoma County areas. Obtain Welder Certification in Shielded Metal Arc Welding (Stick), Gas Metal Arc Welding (MIG), Flux Cored Arc Welding (FCAW) and Gas Tungsten Arc Welding (TIG). Instruction is also given in oxy-fuel cutting and weld shop blueprint reading.

Instructional Methods Instructional delivery consists of modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in welding projects. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 8th grade reading level
Basic math skills

Resources Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies.

(Bookstore prices are subject to change)

Occupations/ Average Salary Range	Welder	\$12.00-20.00/hour
	Fabricator	\$12.00-20.00/hour
	Fitter	\$12.00-20.00/hour
	Inspector	\$12.00-20.00/hour
	Retail Sales	\$12.00-20.00/hour

Certifications Preparation for assessment/certification:
Certified Welder

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) or welding certifications based on each student's career goals.

Evaluation	Daily Grade/Projects	70%
	Skill Level/Work Chart Grade	10%
	Written and Shop Tests	20%

Grading Scale
A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = below 60
I = incomplete

Student Organization SkillsUSA

Clothing Requirements Steel-toe high-top boots, welding shirt or jacket, safety glasses, welding cap and welding gloves

Goals

1. Prepare students for entry-level positions in welding.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Provide students with the writing, grammar and math skills necessary to become successful as an employee.
5. Develop leadership skills through participation in the career tech student organization, SkillsUSA.
6. Provide students with the study skills and critical thinking skills needed to prepare them for higher education.
7. Acquire contacts with industry representatives that will lead to potential employment for students.
8. Develop character traits that will contribute to success on the job.

Course Description	Biomedical Science curriculum consists of the following PLTW courses: Principles of the Biomedical Sciences, Human Body Systems, Medical Interventions, and Biomedical Innovations. These courses are supplemented by rigorous science electives. Lessons will engage students in relevant hands-on situations related to the human body, cell biology, genetics, diseases, and other topics. These courses are designed to give the college-bound student a “head start” on challenging advanced medical studies.
Instructional Methods	Instructional delivery consists of modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in lab and clinical settings. Academic instruction employs the STEM method, which incorporates Science, Technology, Engineering, & Math principles, successful study skills, research technique, and technical design training throughout the program.
Admission Pre-requisites	<p>Completion of Biology I, Algebra I and Geometry in high school. Courses suggested, not required are Algebra II and Chemistry.</p> <p>A grade of “B” or better in all math and science courses.</p> <p>A PLAN score composite of 19 or higher in Science, Math, and Reading, with a strong interest in the medical field.</p> <p>A grade of “C” or better in pre-AP and AP courses.</p> <p>90% attendance for the previous semester, or supporting documentation for extenuating circumstances.</p> <p>If the number of eligible candidates exceeds the number of seats then students will be selected based on the normalized average of the Plan Score and Weighted GPA with students having completed Algebra II being given highest priority.</p> <p>Scheduled admissions interview with Biomed instructors and counselor</p>
Retention Criteria	<p>It is our goal that students make a “B” or better each semester to automatically progress to the next semester.</p> <p>A grade of “C” is cause for communication between CVTC staff and parent with the goal of improving the grade.</p> <p>A grade of “D” is cause for cessation of a student’s involvement in the program at the end of the current school year.</p> <p>A grade of “F” is cause for cessation of a student’s involvement in the program at the end of the current semester.</p> <p>A student in the Biomedical Sciences Program is expected to maintain a career major GPA of 2.5. If a student fails to maintain this GPA, the student will be placed on academic probation for one semester. If the student fails to bring up the GPA, then the student will be dismissed from the program.</p> <p>Students enrolled in AP courses within the Biomedical Sciences Program will be expected to take the AP exam. Some high schools require students to take the exam in order to receive weighted credit.</p>
Resources	Books and lab supplies are provided at no cost to high school students.

Occupations/ Average Salary Range	Health Information Manager	\$43,846-68,370
	Physician	\$243,000-320,000
	Dentist	\$72,000-180,000
	Physical Therapist	\$62,350-95,900
	Medical Technologist	\$31,949-49,452
	Ultrasound Technician	\$43,826-67,454
	Radiologist	\$45,885-72,738
	Paramedic	\$22,630-35,194
	Medical Writer	\$33,446-51,688
	Veterinarian	\$48,430-88,275
	Dietician	\$33,072-51,314
	Registered Nurse	\$35,797-55,890
Pharmacist	\$68,494-102,960	

Credits

Anatomy & Physiology- Lab Science Credit
 Pre-AP, AP Chemistry-Lab Science Credit
 AP Biology-Lab Science Credit
 AP Statistics – Math Credit
 Trigonometry/Pre-Calculus – Math Credit
 Science Electives (Principles of Biomedical Science, Human Body Systems, Medical Interventions, Biomedical Innovations)
 Students may earn college credit with qualifying AP exam scores.
 Ask about *Project Lead the Way* and college credit hours that may be earned.

Student Organization and Recognition

Students in the Biomedical Science program will be eligible to participate in the HOSA student organization, a variety of community service projects, and may opt to submit a project to a national science competition such as Young Naturalist, Young Epidemiology Scholars, or Exploravision.

Students who meet requirements will be eligible for nomination to the National Technical Honor Society.

Diploma Requirements

Complete competencies equivalent to 1320 hours of instruction

Courses	Core Requirements	Hours
	Year 1:	
	Principles of Biomedical Science	120
	Human Body Systems	120
	Pre-AP Chemistry, Algebra II, Trig/pre-calc, or Anatomy and Physiology, AP Chemistry, AP Statistics, AP Biology	120

AP Biology 120

Year 2:

Biomedical Innovations 120

Medical Interventions 120

AP Chemistry 120

AP Statistics 120

Additional course elective not
taken in year one 120

Grading Scale

Presentations 30% *

Labs 30% *

Quizzes/Tests 25% *

Finals 15% *

*Category weights may vary, depending upon class.

Evaluation

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = below 60%

I = Incomplete

Goals

1. To prepare students for college entrance into a professional biomedically-related degree program.
2. To practice effective communication skills.
3. To develop leadership skills through participation academic competitions, community service, and portfolio development.
4. To provide students with the study skills and critical thinking skills needed to prepare them for higher education.
5. To acquire contacts with professional mentors that will provide valuable guidance and future networking resources.

CVTC Program Area: Business Office Technology

Career Majors: Administrative Assistant
Customer Service
Full Charge Bookkeeper
Payroll Accounting Clerk

The following are not accepting new students, teaching-out current students:
Medical Insurance Coder

Medical Office Assistant

Medical Coding Specialist (Available to adults through BIS)

Career Majors with Course Code and Title: Hours

Administrative Assistant – 600 Hours

BT00182- Fundamentals of Technology *8169	120
BT00014- Fundamentals of Administrative Technologies *8103	120
BT00114- Administrative Technologies II *8104	120
BT00049- Office Administration & Management *8105	120
BT00110- Career Major Capstone	120

Customer Service – 480 Hours

BT00182- Fundamentals of Technology *8169	120
BT00232- Customer Assistance	120
BT00014- Fundamentals of Administrative Technologies *8103	120
BT00110- Career Major Capstone	120

Full Charge Bookkeeper – 960 Hours

BT00182- Fundamentals of Technology *8169	120
BT00011- Accounting I	120
BT00035- Computerized Accounting *8109	120
BT00119- Payroll Accounting	120
BT00013- Accounting II	120
BT00014- Fundamentals of Administrative Technologies *8103	120
BT00114- Administrative Technologies II *8104	120
BT00110- Career Major Capstone	120

Payroll Accounting Clerk – 840 Hours

BT00182- Fundamentals of Technology *8169	120
BT00011- Accounting I	120

BT00035- Computerized Accounting *8109	120
BT00119- Payroll Accounting	120
BT00014- Fundamentals of Administrative Technologies *8103	120
BT00114- Administrative Technologies II *8104	120
BT00110- Career Major Capstone	120

Medical Insurance Coder – 1080 hours - Teaching-out current students

BT00182- Fundamentals of Technology *8169	120
BT00014- Fundamentals of Administrative Technologies *8103	120
BT00009- Foundations of Medical Office/Medical Terminology	180
BT00078- Patient Billing	180
BT00106- Medical Insurance	180
BT00029- ICD-CPT Coding	180
BT00110- Career Major Capstone	120

Medical Office Assistant – 900 hours - Teaching-out current students

BT00182- Fundamentals of Technology *8169	120
BT00014- Fundamentals of Administrative Technologies *8103	120
BT00009- Foundations of Medical Office/Medical Terminology	180
BT00078- Patient Billing	180
BT00106- Medical Insurance	180
BT00110- Career Major Capstone	120

Medical Coding Specialist — 1169 hours - Teaching-out current students This major is available to adult students through Cowan Business and Industry Services

BT00162 - MS Word and Computer Literacy	30
HL00228 - Computer Keyboarding	48
HL00436 - Introduction to Microsoft Programs	138
HL00365 - Introduction to Medical Office	96
HL00342 - Core Medical Terminology	48
HL00438 - Introduction to Anatomy & Physiology	120
HL00367 - Medical Coding	420
HL00287 - Introduction to Medical Insurance	120
HL00368 - Medical Informatics	48
HL00414 - Core Healthcare Provider CPR	6
HL00050 - Core First Aid	15
HL00575 - Professional Medical Coder Internship	80

Hours 1050 (3 hours/day = 525 hours per year)

Instructor	Connie Garner 405-345-3346 (Best time to contact: 3:15-4:15) cgarner@cvtech.edu	
Course Description	Business Office Technology provides students with technology and managerial skills needed for success in competitive business careers. Students learn basic office and computer skills including word processing, spreadsheet, database, and presentation software. Students who choose an accounting related major will develop an in-depth understanding of accounting concepts, theories, and procedures. Individualized and group instruction, combined with hands-on training, prepares students for careers in areas of accounting, customer service, and administrative support.	
Instructional Methods	Instructional delivery consists of modules for individualized learning, group discussion, lecture, group and individual projects, field trips, guest speakers, computer software, online learning, observation, and on the job training. Employment, academic, social, and personal skills are incorporated throughout the program.	
Suggested Entry Level Skills	9 th grade reading level Basic math skills	
Resources	Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies. <i>(Bookstore prices are subject to change)</i>	
Occupations / Average Salary Range	Administrative Assistant	\$29,360
	Customer Service Representative	\$30,120
	Accounts Payable/Receivable Clerk	\$33,220
	Bookkeeper	\$33,460
	Payroll	\$36,300
Certifications	Preparation for assessment/certification: Brainbench Industry Certifications Computer Technology credit (high school)	
Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	

Evaluation	Daily Grade	20%
	Written Assignments & Tests	80%

Grading Scale	A = 90 – 100%
	B = 80 – 89%
	C = 70 – 79%
	D = 60 – 69%
	F = below 60
	I = incomplete

Student Organization Business Professionals of America (BPA)

- Goals**
1. Prepare students for entry-level positions in business office occupations.
 2. Students gain both the technical, employability, and interpersonal skills needed to effectively serve customers and clients.
 3. Students gain high-level technology and managerial skills needed for success in competitive careers.
 4. Strengthen the writing, grammar and math skills necessary to become successful as an employee.
 5. Develop leadership skills through participation in the career tech student organization BPA.
 6. Practice the study skills and critical thinking skills needed to prepare students for higher education.
 7. Acquire contacts with industry representatives that will lead to potential employment for students.

CVTC Program Area: Computer Aided Drafting and Design

Career Majors: Animator Technician
 3D Gaming Designer
 CAD Basic Drafter
 CAD Drafter

Career Majors with Course Code and Title: Hours

Animator Technician – 510 hours

TI00302- Drawing and Document Management	45
BT00061- Fundamentals of 3D Motion Graphics	120
BT00098- 3D Animation	120
TI01059- Presentation Graphics Animation	195
TI00802- Workforce Staging	30

3D Gaming Designer – 945 hours

TI01386- Introduction to Computers and Applications	45
TI01392- Evolution of Game Technology	60
TI01380- Fundamentals of Drawing	90
TI01395- Digital Imaging	120
TI01393- Game Development and Design Concepts	120
TI01394- 3D Rendering and Design Visualization	90
TI01388- Game Level Design	120
TI01389- 3D Character Design and Animation	90
TI01390- Animation and Game Scripting	120
TI01385- 3D Gaming Capstone	60
TI00802- Workforce Staging	30

CAD Basic Drafter – 525 hours

TI00365- Fundamentals of Computer Aided Drafting and Design *8905	120
TI00302- Drawing and Document Management	45
TI00625- Materials and Equipment Specifications	45
TI00445- Principles of CAD Design	165
TI00465- Engineering Computer Aided Drafting and Design *8904	120
TI00802- Workforce Staging	30

CAD Drafter – 1080 hours

TI00365- Fundamentals of Computer Aided Drafting and Design *8905	126
	120

TI00302- Drawing and Document Management	45
TI00625- Material and Equipment Specifications	45
TI00445- Principles of CAD Design	165
TI00880- Architecture Computer Aided Drafting and Design *8903	120
TI00465- Engineering Computer Aided Drafting and Design *8904	120
TI00541- Manufacturing Computer Aided Drafting and Design *8906	120
TI00884- CAD Civil Introduction	60
TI00327- CAD Piping Introduction	60
TI00802- Workforce Staging	30
TI01059- Presentation Graphics Animation	195

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Alex Smith
405-345-3421 (Best time to contact: 3:20-4:15)
asmith@cvtech.edu

Program Area Description Emphasis is on basic computer aided drafting and technical, architectural and structural drafting. Graduates of the program qualify to be beginning drafters for the oil industry, department of transportation, and architectural, structural and engineering companies. Students who select the animation option are prepared for college-level work in information technology /animation.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 9th grade reading level
Basic math skills

Resources Books are provided at no cost to high school students; adult students may need to purchase books. *(Bookstore prices are subject to change.)*

Occupations / Average Salary Range	2D Drafter/Designer	\$12.00 - \$17.50/hour
	3D Drafter/Designer/Animator	\$20.00 - \$26.00/hour

Certifications Preparation for assessment/certification:
Computer Technology credit (high school)

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.

Evaluation	Employability	10%
	Projects	70%
	Journals	20%
		extra credit

Grading Scale

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 60
- I = incomplete

Student Organization SkillsUSA

- Goals**
1. Prepare students for entry-level positions in CAD or drafting.
 2. Provide students with employability skills necessary to make them successful in the world of work.
 3. Practice effective communication skills.
 4. Provide students with the writing, grammar and math skills necessary to become successful as an employee.
 5. Develop leadership skills through participation in the career tech student organization, SkillsUSA.
 6. Provide students with the study skills and critical thinking skills needed to prepare them for higher education.
 7. Develop character traits that will contribute to success on the job.

BT00003 - Fundamentals of Web Design *8169	120
BT00004 - Web Scripting Foundations *8157	120
BT00126 - Computer Repair and Troubleshooting I *8136	120
BT00051 - Computer Repair and Troubleshooting II *8137	120
BT00124 - C# Programming *8166	120
BT00041 - SQL and PL/SQL Database Applications Development *8141	120
BT00017 - Network/Client Operating Systems *8121	120
BT00110 - Career Major Capstone	120

Hours 1050 (3 hours/day = 525 hours per year)

Instructor Hital Damani
405-345-3350 (Best time to contact: 3:20-4:15)
hdamani@cvtech.edu

Program Area Description Students will learn to write object oriented programs. They will use various programming languages to create event-driven programs and expand their knowledge used in business applications both for Windows and for the Web. Students will also learn to code game engines to create computer video games or other interactive applications with real-time graphics. The various languages that students will learn are HTML, PHP, JAVA, C#, Visual BASIC.Net, mySQL, and other scripting languages.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 10th grade reading level
Basic math skills

Resources Books are provided at no cost to high school students; adult students may need to purchase books.

(Bookstore prices are subject to change.)

Occupations / Average salary Range	Web Designer	\$16,000-\$56,000/year
	Java Programmer	\$24,000-\$60,000/year
	.Net/C# Programmer	\$24,000-\$60,000/year

Certifications Preparation for testing/certification:
CompTIA A+ Certification
Brainbench C# Certification
Brainbench System Analysis
Brainbench Programming Concepts
Brainbench HTML5
Brainbench Javascript
Brainbench Technical Help Desk
Brainbench Presentation Skills
Brainbench Computer Technical Support
Brainbench Java 6 Fundamentals
Computer Technology credit (high school)

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.

Evaluation

Daily Grade	25%
Lab Grade	25%
Tests	50%

Students can earn bonus points on pop quizzes, special projects and professional dress.

Grading Scale

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 60
- I = incomplete

Student Organization Business Professionals of America (BPA)

Goals

1. Prepare students for entry-level positions in computer programming and/or to pursue higher education.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Provide students with the writing, grammar and math skills necessary to become successful as an employee.
5. Develop leadership skills through participation in the career tech student organization, BPA.
6. Provide students with the study skills and critical thinking skills needed to prepare them for higher education.
7. Develop character traits that will contribute to success on the job.

HL00169- Core Healthcare Provider CPR and First Aid	15
HL00429- Feeding Assistant	45
<u>Home Health Care Nursing Aide (HHA) – 16 hours</u>	
HL00001- Home Health Care Nursing Assistant	16
<u>Medication Administration Technician (MAT) – 16 hours</u>	
HL00359- Medication Administration Technician	16
<u>Nursing Assistant (CNA) – 511 hours</u>	
HL00032- Health Careers Core Curriculum (Technology Center)	225
HL00342- Core Medical Terminology	60
HL00046- Anatomy and Physiology	120
HL00169- Core Healthcare Provider CPR and First Aid	15
HL00004- Long Term Care Aide	91
<u>Restorative Aide – 571 hours</u>	
HL00032- Health Careers Core Curriculum (Technology Center)	225
HL00342- Core Medical Terminology	60
HL00046- Anatomy and Physiology	120
HL00169- Core Healthcare Provider CPR and First Aid	15
HL00004- Long Term Care Aide	91
HL00008- Restorative Care Aide	60
<u>Long Term Care Aide - 91 hours</u>	
HL00318 - Introduction to Long Term Care Aide	3
HL00319 - Role of the Nursing Aide in Long Term Care	3
HL00320 - Safety for Long Term Care Nursing Aide	3
HL00321 - Basic Human Needs for Residents/Clients	3
HL00322 - Communications for the Nursing Aide	3
HL00323 - Consumer Right, Ethical & Legal Issues Affecting the Nursing Aide in Long Term Care	3
HL00324 - Infection Control for Long Term Care Aide	9
HL00325 - Residential/Client Mobility, Positioning and Transfer	9
HL00326 - Basic Nursing Skills	15
HL00328 - Care for the Patient with Dementia/Alzheimer’s Diseases	16
HL00329 - Death and Dying	5
HL00330 - Normal and Abnormal Body Structure and Function	3
HL00327 - Supervised Clinical Experience in Long Term Care Aide	16
Hours	1050 (3 hours/day = 525 hours per year)

Instructor	Angela Siegrist 405-345-3424 (Best time to contact: 3:15-4:15) asiegrist@cvtech.edu												
Program Area Description	Gain core knowledge in anatomy, physiology, medical terminology, medical math, first aid/CPR and communication pertaining to the health sector. Advanced students may choose from CNA, MAT, Advanced Unlicensed Assistant, Certified Medication Aide, Medical Assisting and Home Health Care Nursing Assistant career majors.												
Instructional Methods	Instructional delivery consists of modules for individualized learning, lecture, group and individual projects, guest speakers, field trips, computer software and observation. Students gain hands-on experience in lab and clinical settings. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.												
Suggested Entry Level Skills	8 th grade reading level Basic math skills; Algebra												
Resources	Books are provided at no cost to high school students. Adults should contact the instructor for a list of books and other supplies. <i>(Bookstore prices are subject to change)</i>												
Occupations/ Average Salary	<table border="0"> <tr> <td>Nursing Assistant</td> <td>\$7.25-\$10.00/hour</td> </tr> <tr> <td>Medication Administration Technician</td> <td>\$7.25-\$10.00/hour</td> </tr> <tr> <td>Advanced Unlicensed Assistant</td> <td>\$10.00-\$14.00/hour</td> </tr> <tr> <td>Certified Medication Aide</td> <td>\$7.25-\$10.50/hour</td> </tr> <tr> <td>Home Health Care Nursing Assistant</td> <td>\$7.25-\$10.00/hour</td> </tr> <tr> <td>Medical Assistant</td> <td>\$10.25-\$14.20/hour</td> </tr> </table>	Nursing Assistant	\$7.25-\$10.00/hour	Medication Administration Technician	\$7.25-\$10.00/hour	Advanced Unlicensed Assistant	\$10.00-\$14.00/hour	Certified Medication Aide	\$7.25-\$10.50/hour	Home Health Care Nursing Assistant	\$7.25-\$10.00/hour	Medical Assistant	\$10.25-\$14.20/hour
Nursing Assistant	\$7.25-\$10.00/hour												
Medication Administration Technician	\$7.25-\$10.00/hour												
Advanced Unlicensed Assistant	\$10.00-\$14.00/hour												
Certified Medication Aide	\$7.25-\$10.50/hour												
Home Health Care Nursing Assistant	\$7.25-\$10.00/hour												
Medical Assistant	\$10.25-\$14.20/hour												
Certifications	<p>Preparation for assessment/certification: Holt/El Reno offers first year certifications which will transfer to the second year.</p> <ul style="list-style-type: none"> • Nursing Assistant (CNA) • Medication Administration Technician (MAT) • Advanced Unlicensed Assistant (AUA) • Certified Medication Aide (CMA) • Home Health Care Nursing Assistant (HHA) • Medical Assistant, Phlebotomy (MA) <p>National Health Science Assessment available after the first year Anatomy and Physiology (High School Science Credit)</p>												

Completion Requirements	The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.	
Evaluation	Written Assignments	25%
	Contract Grade	25%
	Lab/Clinical Skills	25%
	Tests	25%
Grading Scale	A = 90 – 100%	
	B = 80 – 89%	
	C = 70 – 79%	
	D = 60 – 69%	
	F = below 60	
	I = incomplete	
Student Organization	Health Occupations Students of America (HOSA)	
Clothing Requirements	Navy tops (<i>to be checked out</i>) and khaki scrub pants are required for clinicals, OJE (On-the-Job Experience) and other activities designated by the school.	
Goals	<ol style="list-style-type: none"> 1. Prepare students to become professionally-skilled health care workers ready to begin their careers in the health care industry. 2. Provide students with employability skills necessary to make them successful in the world of work. 3. Practice effective communication skills. 4. Provide students with the writing, grammar and math skills necessary to become successful as an employee. 5. Develop leadership skills through participation in the career tech student organization, HOSA. 6. Provide students with the study skills and critical thinking skills needed to prepare them for lifelong learning. 7. Acquire contacts with industry representatives that will lead to potential employment for students. 8. Develop character traits that will contribute to job success. 	

Program	Math
Hours	80-85 minute classes every other day and alternating Fridays.
Instructor	Cheryl Brannum 405-345-3356 (Best time to contact: 9:45-10:00 am or 1:45-2:00pm) cbrannum@cvtech.edu
Course Description	Math classes are available as pull-out courses, both in morning and afternoon classes. They are available for 11 th or 12 th grade students. Classes are taught by a teacher certified in the subject areas. Seat time requirement must be fulfilled. Students will attend 80-85 minutes every other day and on alternating Fridays. When enrolled, attendance is mandatory. Students will receive one math credit (1/2 unit) for each semester successfully completed; credit for the technology course will be reduced by one credit. Schools on block schedule will grant credit according to their policy. Courses qualify for both high school graduation and college entrance requirements and are aligned with the State Department of Education's PASS objectives. Local schools must approve and transcript the credit.
Instructional Methods	Instructional delivery consists of lecture, group and individual projects, computer software and observation. Students gain hands-on experience through participation in labs and special projects.
Suggested Entry Level Skills	9 th grade reading level Basic math skills, Algebra I is a prerequisite.
Resources	Books are provided at no cost to high school students. Scientific calculator is suggested for Geometry. Graphing calculator is provided for Algebra II, Trigonometry/Pre-Calculus and AP Statistics. Notebook paper and pencils are required for all classes.
College Credit/Certifications	Courses qualify for both high school graduation and college entrance requirements. Preparation for assessment/certification: College credit is given to AP Statistics students who score high enough on their AP Exams (colleges set the standards).

Courses	Geometry Algebra II Trigonometry/Precalculus AP Statistics	
Evaluation	Daily and/or Chapter Notes	10%
	Exercises	30%
	Daily assessments/Projects/labs	20%
	Assessments	30%
	9-weeks Assessments	10%
Grading Scale	A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = below 60 I = incomplete	
Goals	<ol style="list-style-type: none"> 1. Practice effective verbal and written communication skills. 2. Develop and apply problem solving and critical thinking skills. 3. Develop leadership and teamwork skills through group activities and projects. 4. Instill positive thinking and self confidence. 5. Prepare students for higher education. 	

**Offered on the Dr. Earl Cowan Campus, SW 15th and Czech Hall Road.
Only high school students are eligible to enroll in this program.**

CVTC Program Area: Pre-Engineering

Career Major: (Project Lead the Way) Pre-Engineering

Course Breakdown by Career Major:

Career Majors:	<u>Hours</u>
<u>PLTW Pre-Engineering – 960 hours</u>	
ST00023- Introduction to Engineering Design *8709	120
ST00024- Principles of Engineering *8710	120
ST00010- Pre-AP Calculus	120
ST00011- Pre-AP Physics	120
ST00021- Digital Electronics	120
ST00061- AP Calculus BC	120
ST00063- AP Physics C	120
ST00022- Engineering Design and Development	120

Hours A.M. class: 8:20-11:20
 P.M. class: 12:20-3:20

Instructors Willis Shanor
 405-345-3354 (Best time to contact: 3:20-4:15)
 wshanor@cvtech.edu

 Angela Northcutt
 405-345-3355 (Best time to contact: 3:20-4:15)
 anorthcutt@cvtech.edu

Program Area Description Pre-Engineering college preparatory education combines advanced math and science with hands-on, real-world application of engineering principles. Design a city, program a robot and do other projects while learning engineering concepts. Classes are taught by a teacher certified in the subject areas. Students will receive one math and one science credit and two elective engineering credits for each year successfully completed. Courses qualify for both high school graduation and college entrance requirements and are aligned with the State Department of Education’s PASS objectives.

Instructional Methods Instructional delivery consists of lecture, group and individual projects, computer software and observation. Students gain hands-on experience through participation in labs and special projects.

Admission Criteria The program is for juniors and seniors who indicate an interest in engineering. Sophomores who have completed Algebra II may be accepted on an exception basis.

A student who has completed Algebra II, is in the Plan Test top 30th percentile,* and has a grade B or higher in high school math and science courses may be accepted.

A student who has completed Algebra II with a Plan Test percentile between 30th and 40th, or with a Plan Test percentile in the top 30th but with a math or science grade below B, may substitute verifiable recommendations from both a math and science Pre AP teacher. The recommendations must specifically address any grade below a B, or address why the Plan Score would not inhibit ability to succeed in the program.

A student who has not completed Algebra II must meet the 30th percentile Plan Score Criteria, have the verifiable recommendations and have no math or science grades below a B.

If the number of eligible candidates exceed the number of seats then students will be selected based on the normalized average of the Plan Score and Weighted GPA with students who have completed Algebra II being given highest priority.

Alternative test scores will be evaluated if no Plan Score is available.

*A student in the top 30th percentile will be in the top 30th percentile in both the math and science scores.

Retention Criteria A student must make a B or higher each semester to systemically progress to the next semester.

A grade of C requires communication between CVTC staff and parent with the goal of improving the grade.

A grade of D is cause for cessation of the student's involvement in the program at the end of the current school year.

A grade of F is cause for cessation of the student's involvement in the program at the end of the current semester.

Resources Course specific materials are provided at no cost. Notebook, paper, pen and pencils are required for all classes.

Certifications Preparation for assessment/certification:

Courses qualify for both high school graduation and college entrance requirements.

Computer Technology credit (high school)

Many students earn college credit in the AP courses.

Ask about *Project Lead the Way* and college credit hours that may be earned.

Evaluation	Course	Daily	Tests/Quizzes/Presentations
	IED / POE	100%	
	DE/EDD	80%	20%
	AP Calculus BC and Pre-AP Calculus	30%	70%

Course	Homework/ Quizzes	Labs/ Project	Regular Exams	Final Exam
AP Physics C	30%	20%	30%	20%

Course	Homework/ Quizzes	Labs	Regular Exams	Final Exam
Pre-AP Physics	35%	15%	30%	20%

Grading Scale

A = 90 – 100%
 B = 80 – 89%
 C = 70 – 79%
 D = 60 – 69%
 F = below 60
 I = incomplete

- Goals**
1. Practice effective verbal and written communication skills.
 2. Develop and apply problem solving and critical thinking skills.
 3. Develop leadership and teamwork skills through group activities and projects.
 4. Instill positive thinking and self confidence.
 5. Prepare students for higher education.
 6. Pass AP tests for college credit.

Occupations/ Average Salary	Acute Care Nursing Assistant	\$7.25-\$10.00/hour
	Certified Nurse Aide (CNA)	\$7.25-\$10.00/hour
Certifications	Preparation for assessment/certification:	
	<ul style="list-style-type: none"> • Nursing Assistant (CNA) • Brainbench Industry Certifications-Medical Terminology & HIPAA • American Heart Association- Heart Saver Blood Borne Pathogens • American Heart Association- BLS, HCP, CPR & First Aid 	
Completion Requirements	Successfully complete competencies.	
	Average of 80% or above on tests, assignments and activities in all courses except CNA and Acute Care Aide where 75% is required	
Evaluation	Written tests, lab skills, clinical skills, assignments and activities	
Student Organization	Health Occupations Students of America (HOSA); Available through Health Careers	
Clothing Requirements	Follow Canadian Valley Technology Center dress code for classroom and lab. Clean, neat scrubs of any color for clinicals	
Goals	<ol style="list-style-type: none"> 1. Prepare students to become professionally-skilled health care workers ready to begin their careers in the health care industry. 2. Provide students with employability skills necessary to make them successful in the world of work. 3. Practice effective communication skills. 4. Provide students with writing, grammar and math skills necessary to become successful as a healthcare employee. 5. Develop professional skills through participation in selected HOSA activities. 6. Provide students with study skills and critical thinking skills needed to prepare them for lifelong learning. 7. Acquire contacts with industry representatives that will lead to potential employment for students. 8. Develop character traits that will contribute to success on the job. 	

Resources	<p>All students will be required to purchase books, uniforms and special supplies. A list will be provided the first day of class. <i>(Bookstore prices are subject to change)</i></p>		
Occupations/ Average Salary Range	Medical Assistant	\$13.87/hour	\$28,860/yearly
Certifications	<p>Preparation for assessment/certification:</p> <ul style="list-style-type: none"> • RMA - Registered Medical Assistant • Brainbench Industry Certifications - Medical Terminology & HIPAA • American Heart Association- Blood Borne Pathogens • American Heart Association- BLS, HCP, CPR & First Aid 		
Completion Requirements	<p>The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.</p>		
Evaluation	<p>Assignments and tests for Clinical Procedures 1 & 2, Pharmacology, and Clinical Practice 1.1 must be completed at a minimum grade of 80%.</p> <p>Grading Scale for these subjects is as follows:</p> <p>A = 94 – 100% B = 87 – 93% C = 80 – 86% F = 0 – 79%</p> <p>Assignments and tests for Introduction to Medical Assisting, Medical Terminology, Anatomy & Physiology, & Clinical Practice 1.0 must be completed with a minimum grade of 75%.</p> <p>Grading Scale for these subjects is as follows:</p> <p>A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% F = 0 - 59%</p>		
Student Organization	<p>Health Occupations Students of America (HOSA); available through Health Careers.</p>		

Clothing Requirements

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs of any color are required for clinical rotation.

Goals

1. Prepare students for entry-level positions in clinical medical office area.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Strengthen the writing, grammar and math skills necessary to become successful as an employee.
5. Develop professional skills through participation in selected HOSA activities.
6. Practice the study skills and critical thinking skills needed to prepare students for higher education.
7. Acquire contacts with industry representatives that will lead to potential employment for students.
8. Develop character traits that will contribute to success on the job.

Offered on the Dr. Earl Cowan Campus, SW 15th and Czech Hall Road.

Only adults are eligible to enroll in this program.

**CVTC Program Area: Administrative Medical Office Specialist
(BIS)**

Career Majors: Administrative Medical Office Specialist

Career Major:	<u>Hours</u>
<u>Administrative Medical Office Specialist – 842 hours</u>	
BT00162- MS Word and Computer Literacy	30
HL00228- Computer Keyboarding	48
HL00436- Introduction to Microsoft Programs	138
HL00365- Introduction to Medical Office	96
HL00342- Core Medical Terminology	75
HL00438- Introduction to Anatomy & Physiology	75
HL00287- Introduction to Medical Insurance	96
HL00368- Medical Informatics	48
HL00016- Core Technical Skills in Healthcare	15
HL00169- Core Healthcare Provider CPR and First Aid	21
HL00439- Medical Office Specialist Internship	200

Hours Vary Monday through Thursday, 8:00 a.m. to 4:00 p.m.

Instructor Christi Walker

405-345-3349 (Best time to contact: 3:00 -4:00)
cwalker@cvtech.edu

Program Area Description The Administrative Medical Office Specialist career major prepares students through training in administrative medical assisting, medical billing, and electronic health record. This training prepares the student for employment in the medical office in an administrative capacity. Brainbench certifications are available.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, field trips, computer software and observation. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 9th grade reading level

Basic math skills

150

Resources Adults should contact the bookstore for a list of books. All students will be required to purchase supplies costing approximately \$15-\$20.
(Bookstore prices are subject to change)

Occupations/ Average Salary Range	<u>Occupation</u>	<u>Wage hourly</u>
	Medical Office Assistant	\$9.00-10.00/hour
	Medical Administrative Assistant	\$10.50-11.75/hour
	Patient Services	\$9.00-10.00/hour

Certifications Preparation for assessment/certification:
 American Medical Technologists Certification
 Medical Administrative Specialist (CMAS)
 Brainbench Industry Certifications
 Medical Terminology
 Medical Office Skills
 American Heart Association- Heart Saver, Blood Borne Pathogens
 American Heart Association- BLS, HCP, CPR & First Aid

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student’s career goals.

Evaluation Assignments and tests must be completed at 70% for each component. Safety must be completed at 100%.

Grading Scale
 A = 90 – 100%
 B = 80 – 89%
 C = 70 – 79%
 F = 0 – 69%

Student Organization Health Occupations Students of America (HOSA); available through Health Careers.

Clothing Requirements Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs of any color are required for clinical rotation.

Goals

1. Prepare students for entry-level positions in an administrative medical office area.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Strengthen the writing, grammar and math skills necessary to become successful as an employee.
5. Develop professional skills through participation in selected HOSA activities.
6. Practice the study skills and critical thinking skills needed to prepare students for higher education.
7. Acquire contacts with industry representatives that will lead to potential employment for students.
8. Develop character traits that will contribute to success on the job.

Offered on the Dr. Earl Cowan Campus, SW 15th and Czech Hall Road.

Only adults are eligible to enroll in this program.

CVTC Program Area: Health Unit Clerk (BIS)

Career Majors: Health Unit Clerk

Career Major:	<u>Hours</u>
<u>Health Unit Clerk– 722 hours</u>	
HL00342- Core Medical Terminology	48
HL00169- Core Healthcare Provider CPR and First Aid	21
HL00046- Anatomy and Physiology	120
HL00032- Health Careers Core Curriculum (Technology Center)	225
HL00228- Health Unit Clerk	200
HL00228- Computer Keyboarding	48
HL00574- Health Unit Clerk Internship	60

Hours Vary Monday through Thursday, 8:00 a.m. to 4:00 p.m.

Instructor Christi Walker
405-245-3349 (Best time to contact: 3:00 - 4:00)
cwalker@cvtech.edu

Program Area Description The Health Unit Clerk career major prepares students through training in medical terminology, basic anatomy and health unit clerk curriculum. This training prepares the student for employment in unit clerk or unit secretary in an acute care facility. Brainbench certifications are available.

Instructional Methods Instructional delivery consists of learning activity packets, modules for individualized learning, lecture, group and individual projects, field trips, computer software and observation. Employability skills and academic skills instruction are incorporated with occupational skills training throughout the program.

Suggested Entry Level Skills 9th grade reading level
Basic math skills

Resources	<p>Adults should contact the bookstore for a list of books. All students will be required to purchase supplies costing approximately \$15-\$20.</p> <p style="text-align: center;"><i>(Bookstore prices are subject to change)</i></p>						
Occupations/ Average Salary Range	<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Occupation</u></th> <th style="text-align: left;"><u>Wage hourly</u></th> </tr> </thead> <tbody> <tr> <td>Unit Clerk</td> <td>\$8.00-9.70/hour</td> </tr> <tr> <td>Unit Secretary</td> <td>\$8.60-10.00/hour</td> </tr> </tbody> </table>	<u>Occupation</u>	<u>Wage hourly</u>	Unit Clerk	\$8.00-9.70/hour	Unit Secretary	\$8.60-10.00/hour
<u>Occupation</u>	<u>Wage hourly</u>						
Unit Clerk	\$8.00-9.70/hour						
Unit Secretary	\$8.60-10.00/hour						
Certifications	<p>Preparation for assessment/certification:</p> <p>National Association of Health Unit Coordinators Certification</p> <p style="padding-left: 40px;">Health Unit Coordinator</p> <p>Brainbench Industry Certification</p> <p style="padding-left: 40px;">Medical Terminology</p> <p>American Heart Association- Heart Saver Blood Borne Pathogens</p> <p>American Heart Association- BLS, HCP, CPR & First Aide</p>						
Completion Requirements	<p>The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student's career goals.</p>						
Evaluation	<p>Assignments and tests must be completed at 70% for most components. Safety must be completed at 100%.</p>						
Grading Scale	<p>A = 90 – 100%</p> <p>B = 80 – 89%</p> <p>C = 70 – 79%</p> <p>F = 0 – 69%</p>						
Student Organization	<p>Health Occupations Students of America (HOSA); available through Health Careers.</p>						
Clothing Requirements	<p>Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs of any color are required for clinical rotation.</p>						

Goals

1. Prepare students for entry-level positions in clinical medical office area.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Strengthen the writing, grammar and math skills necessary to become successful as an employee.
5. Develop professional skills through participation in selected HOSA activities.
6. Practice the study skills and critical thinking skills needed to prepare students for higher education.
7. Acquire contacts with industry representatives that will lead to potential employment for students.
8. Develop character traits that will contribute to success on the job.

Resources All students will be required to purchase books, uniforms and special supplies.
 A list will be provided the first day of class.
(Bookstore prices are subject to change)

Occupations/ Average Salary Range	<u>Occupation</u>	<u>Wage hourly</u>
	Medical Insurance/Billing Specialist	\$9.75-11.50/hour
	Medical Coder	\$11.00-14.00/hour
	Medical Office Assistant	\$9.00-11.00/hour
	Medical Administrative Assistant	\$10.50-11.75/hour
	Patient Services Representative	\$9.00-10.00/hour

Certifications Preparation for assessment/certification:
 American Association of Professional Coders Certification
 CPC-A
 American Health Information Management Association Certification
 CCA
 Brainbench Industry Certifications
 Medical Terminology
 ICD-CPT Medical Coding
 Medical Billing
 Medical Office Skills
 American Heart Association- Heart Saver Blood Borne Pathogens
 American Heart Association- BLS, HCP, CPR & First Aide

Completion Requirements The instructor will determine the criteria to receive a completion certificate. This will include the successful completion of Career Major(s) and competency test(s) based on each student’s career goals.

Evaluation Assignments and tests must be completed at 70% for most components. Safety must be completed at 100%.

Grading Scale
 A = 90 – 100%
 B = 80 – 89%
 C = 70 – 79%
 F = 0 – 69%

Student Organization Health Occupations Students of America (HOSA); available through Health Careers.

**Clothing
Requirements**

Follow Canadian Valley Technology Center dress code policy for classroom, lab and clinical area. Clean, neat scrubs of any color are required for clinical rotation.


Goals

1. Prepare students for entry-level positions in medical coding office industry.
2. Provide students with employability skills necessary to make them successful in the world of work.
3. Practice effective communication skills.
4. Strengthen the writing, grammar and math skills necessary to become successful as an employee.
5. Develop professional skills through participation in selected HOSA activities.
6. Practice the study skills and critical thinking skills needed to prepare students for higher education.
7. Acquire contacts with industry representatives that will lead to potential employment for students.
8. Develop character traits that will contribute to success on the job.

Canadian Valley Technology Center, District #6, is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972, and does not discriminate on the basis of race, ethnicity, religion, national origin, age, sex/gender, qualified handicapped, or veteran status in any of its policies, practices, or procedures. These equal opportunity provisions include, but are not limited to admission, employment, financial aid, and student services.

Revised 1/28/13

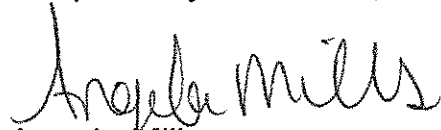
Memo

Date: 9/24/2015
To: Mr. Charles Bradley 
From: Dr. Angela Mills
RE: Jazz Band Stipend

Please submit to the board for consideration and/or action upon the recommendation to approve a Jazz Band stipend in the amount of \$1,200.00 to be paid from Gifted/Talented fund 198 to the following personnel:

Ryan Edgmon
Dustin Jussila
Greg Mangus
Chris Ozinga
Belinda Watson
Gina Thompson+

Respectfully submitted,



Angela Mills
Assistant Superintendent,
of Academic Services
Mustang Public Schools

Memorandum

To: Mustang Public Schools Board of Education
From: Dr. Sean McDaniel, Superintendent *SM 9-25-15*
Date: 9/25/2015
Re: Legal Notice and Press Release for Annual School Board Election,
board position #1

I respectfully request the Mustang Board of Education to discuss, consider, and/or act upon the approval of the legal notice and press release for the annual school board member election for board position number one (1).

LEGAL NOTICE

The Board of Education of the Mustang Public School District hereby provides legal notice that the annual school election filing period for candidates will open on Monday, December 7, 2015, at 8:00 a.m. and will close Wednesday, December 9, 2015, at 5:00 p.m. or when the Canadian County Election Board office closes for business that day.

Board Member Position on Ballot:

The voters shall elect a board member for board position number one (1), which has a five (5) year term of office.

PRESS RELEASE

The Board of Education of the Mustang Public School District hereby announces that statutorily qualified individuals interested in running as a candidate for office seat number one (1) for a five (5) year term on the Mustang Board of Education may file to run as a candidate for this seat at the Canadian County Election Board between the hours of 8:00 a.m. and 5:00 p.m., Monday, December 7, 2015, through, Wednesday, December 9, 2015.

Qualifications for Candidates:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six (6) months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six (6) months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse and child's spouse.

Candidates must affirm that upon being elected as a member of the Board of Education within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues,

including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members.

Voters Eligible to Vote

To be eligible to vote in a school district election a person must be registered with the county election board at an address located within the geographical boundaries of the district.

Legal Description for Office Number One:

Beginning at North Clear Spring Drive and SW 89th Street, west on SW 89th Street to ½ mile west of Cimarron Road, north to ½ mile north of SW 74th Street, east to ½ mile east of Cimarron Road, north ½ mile to SW 59th Street, west ½ mile to Cimarron Road, north ¼ mile on Cimarron Road, east ½ mile, north to ½ mile north of SW 44th Street, east to ½ mile east of Frisco Road, north to SW 15th Street, ½ mile west to Frisco Road, ½ mile north on Frisco Road, ½ mile east, ½ mile north to West Reno Avenue, east on West Reno Avenue to Czech Hall Road, south on Czech Hall Road to State Highway 152, west on State Highway 152 to North Clear Springs Drive, south on Clear Springs Drive to SW 89th Street.

Memo

TO: Mustang Board of Education
FROM: Dr. Sean McDaniel *SM 9-25-15*
DATE: 09/25/2015
RE: Resolution for Annual School Board Election

I am requesting approval of the resolutions calling for the Annual School Board Election of the Mustang Public Schools, School District I-69, Canadian County, Oklahoma. The purpose of the election is to vote on Office Number One (1) for a five (5) year term.

I am requesting a motion to call for an election on February 9, 2016, with a second (run off) election on April 5, 2016, if needed. Voting will be conducted at all regular designated polling places opened in Canadian, Oklahoma and Cleveland Counties as prescribed by law from 7:00 a.m. to 7:00 p.m.

Interested candidates for Board Member Office Number One (1) must file with the Canadian County Election Board from 8:00 a.m. to 5:00 p.m., beginning Monday, December 7, 2015, and ending Wednesday, December 8, 2015. The actual resolutions are attached.

ANNUAL ELECTION RESOLUTION

TO: The Canadian County Election Board

FROM: The Mustang Public School District,
Independent School District Number I-69
Canadian County

The Board of Education of the Mustang School District, Independent School District No. I-69, of Canadian County, Oklahoma, has approved the following resolution calling for an election to be submitted to the voters of the district.

Dates of the Election:

An election shall be held at all regular designated polling places opened in Canadian County to vote to elect a board member for member position number one (1), on the second Tuesday in February, that being February 9, 2016, with a run-off election to be held on the first Tuesday in April, that being April 5, 2016, if no candidate for the board member position receives more than fifty percent (50 %) of the vote. The polling places shall be open from 7:00 a.m. to 7:00 p.m. on said date(s).

Board Member Position on Ballot:

The voters shall elect a board member for board position number one (1), which has a five (5) year term of office.

Legal Description for Office Number One:

Beginning at North Clear Spring Drive and SW 89th Street, west on SW 89th Street to ½ mile west of Cimarron Road, north to ½ mile north of SW 74th Street, east to ½ mile east of Cimarron Road, north ½ mile to SW 59th Street, west ½ mile to Cimarron Road, north ¼ mile on Cimarron Road, east ½ mile, north to ½ mile north of SW 44th Street, east to ½ mile east of Frisco Road, north to SW 15th Street, ½ mile west to Frisco Road, ½ mile north on Frisco Road, ½ mile east, ½ mile north to West Reno Avenue, east on West Reno Avenue to Czech Hall Road, south on Czech Hall Road to State Highway 152, west on State Highway 152 to North Clear Springs Drive, south on Clear Springs Drive to SW 89th Street.

Qualifications for Candidates:

To be eligible to be a candidate for member of the board of education of a school district, a person must have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six (6) months preceding the first day of the filing period. In school

districts that are divided into election districts, a candidate must have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six (6) months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse and child's spouse.

Candidates must affirm that upon being elected as a member of the Board of Education within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members.

Voters Eligible to Vote

To be eligible to vote in a school district election a person must be registered with the county election board at an address located within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voter's shall call for the voters to:

1. Select one candidate for Mustang Public School Board Position Number One (1).

Approved by the Mustang Board of Education this 12th day of October, 2015.

President
Mustang Board of Education

Board Clerk
Mustang Board of Education

SEAL

ANNUAL ELECTION RESOLUTION

TO: The Cleveland County Election Board

FROM: The Mustang Public School District,
Independent School District Number I-69
Canadian County

The Board of Education of the Mustang School District, Independent School District No. I-69, of Canadian County, Oklahoma, has approved the following resolution calling for an election to be submitted to the voters of the district.

Dates of the Election:

An election shall be held at all regular designated polling places opened in Cleveland County to vote to elect a board member for member position number one (1), on the second Tuesday in February, that being February 9, 2016, with a run-off election to be held on the first Tuesday in April, that being April 5, 2016, if no candidate for the board member position receives more than fifty percent (50 %) of the vote. The polling places shall be open from 7:00 a.m. to 7:00 p.m. on said date(s).

Board Member Position on Ballot:

The voters shall elect a board member for board position number one (1), which has a five (5) year term of office.

Legal Description for Office Number One:

Beginning at North Clear Spring Drive and SW 89th Street, west on SW 89th Street to ½ mile west of Cimarron Road, north to ½ mile north of SW 74th Street, east to ½ mile east of Cimarron Road, north ½ mile to SW 59th Street, west ½ mile to Cimarron Road, north ¼ mile on Cimarron Road, east ½ mile, north to ½ mile north of SW 44th Street, east to ½ mile east of Frisco Road, north to SW 15th Street, ½ mile west to Frisco Road, ½ mile north on Frisco Road, ½ mile east, ½ mile north to West Reno Avenue, east on West Reno Avenue to Czech Hall Road, south on Czech Hall Road to State Highway 152, west on State Highway 152 to North Clear Springs Drive, south on Clear Springs Drive to SW 89th Street.

Qualifications for Candidates:

To be eligible to be a candidate for member of the board of education of a school district, a person must have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six (6) months preceding the first day of the filing period. In school

districts that are divided into election districts, a candidate must have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six (6) months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse and child's spouse.

Candidates must affirm that upon being elected as a member of the Board of Education within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members.

Voters Eligible to Vote

To be eligible to vote in a school district election a person must be registered with the county election board at an address located within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voter's shall call for the voters to:

1. Select one candidate for Mustang Public School Board Position Number One (1).

Approved by the Mustang Board of Education this 12th day of October 2015.

President
Mustang Board of Education

Board Clerk
Mustang Board of Education

SEAL

ANNUAL ELECTION RESOLUTION

TO: The Oklahoma County Election Board

FROM: The Mustang Public School District,
Independent School District Number I-69
Canadian County

The Board of Education of the Mustang School District, Independent School District No. I-69, of Canadian County, Oklahoma, has approved the following resolution calling for an election to be submitted to the voters of the district.

Dates of the Election:

An election shall be held at all regular designated polling places opened in Oklahoma County to vote to elect a board member for member position number one (1), on the second Tuesday in February, that being February 9, 2016, with a run-off election to be held on the first Tuesday in April, that being April 5, 2016, if no candidate for the board member position receives more than fifty percent (50 %) of the vote. The polling places shall be open from 7:00 a.m. to 7:00 p.m. on said date(s).

Board Member Position on Ballot:

The voters shall elect a board member for board position number one (1), which has a five (5) year term of office.

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Qualifications for Candidates:

To be eligible to be a candidate for member of the board of education of a school district, a person must have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six (6) months preceding the first day of the filing period. In school

districts that are divided into election districts, a candidate must have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six (6) months preceding the first day of the filing period.

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A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse and child's spouse.

Candidates must affirm that upon being elected as a member of the Board of Education within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members.

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To be eligible to vote in a school district election a person must be registered with the county election board at an address located within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voter's shall call for the voters to:

1. Select one candidate for Mustang Public School Board Position Number One (1).

Approved by the Mustang Board of Education this 12th day of October, 2015.

President
Mustang Board of Education

Board Clerk
Mustang Board of Education

SEAL

Memo

To: Board of Education
Date: 09/25/2015
Re: Board Meeting Dates for 2016

SM 9-25-15

Please consider and/or act upon my recommendation to approve the 2016 Board Meeting dates to be filed in the Office of the County Clerk by December 15, 2015. .



Memo

To: Angela Mills, Assistant Superintendent, Mustang Public Schools

From: Kris Green, Federal Programs, Mustang Public Schools

Date: 9/24/2015

Re: Native American Club

*Notify
All site
Principals
CB*


AM

KG

CB

Please discuss, consider and/or act upon the recommendation to organize a Native American Club for American Indian students in grades 7-12. High school teacher Mark Webb has volunteered to be the club sponsor.

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction 
Date: September 16, 2015
Re: Mustang JROTC Training Facility Substantial completion approval

Respectfully request that the Board discuss, consider, and/or act upon approving the substantial completion for Mustang JROTC Training & Instruction Facility.



AIA[®]

Document G704™ – 2000

Certificate of Substantial Completion

PROJECT:

(Name and address)

Mustang JROTC Training & Instruction Center

Mustang, Oklahoma

TO OWNER:

(Name and address)

Mustang Board of Education
906 South Heights Drive

Mustang, Oklahoma 73064

PROJECT NUMBER: 0714E15/

CONTRACT FOR: General Construction

CONTRACT DATE: November 7, 2014

TO CONTRACTOR:

(Name and address)

Timberlake Construction
7613 N. Classen Blvd.

Oklahoma City, OK 73116

OWNER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

All Work

Date of Commencement

September 08, 2015

MA+ Architecture, L.L.C.

ARCHITECT

BY

DATE OF ISSUANCE

9/9/2015

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

Cost estimate of Work that is incomplete or defective: \$64,900.00

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Timberlake Construction

CONTRACTOR

BY

DATE

9/14/2015

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 8:30AM (time) on September 08, 2015 (date).

Mustang Board of Education

OWNER

BY

DATE

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

JROTC Exterior Punch List

Project Number: 0714E15
 Present at Inspection: Justin Mitchell, Colin Meeks, Cale Lopp, Ron Swift.
 Date: 8-25-2015

RM #	ROOM NAME	DESCRIPTION	CONTRACTOR COMMENT
	General Exterior	Complete installation of sod. Water to ensure installation takes	
		GEN: Clean bottom two courses masonry around building.	
		GEN: Screw in lambs tongues and seal around	
		GEN: Caulk void in CMU at lower control joints at windows	
		Grout pack at lenth above window into class 104	
	Condensate Lambs Tongue Area	GEN: Install splash block/ clean roof drain line/ and raise washes out grade below	
		GEN: Fill in voids in masonry mortar	
		GEN: Finish final grade east	
		GEN: Paint all exposed gas lines and conduit	
		GEN: Dress -up mortar pack around water hydrants	
		Install handrails at rear stoop	
	NE Corner At Door	GEN: Address north final grade/SOD	
		Grout pack over tooled CMU joints	
		Caulk and paint exposed steel at void	
		Address coping termination at CMU transition	
	North	GEN: Paint downspout to ground transitions	
		GEN: Dress- up north gravel area	
		GEN: Tool caulk joint at brick to CMU transition	
	NW Corner	Clean mortar from CMU and over mortar from CMU/ brick joints	
	West	GEN: Clean splatters off curb/ pull zip strips and install sealant at parking	
		GEN: Install signage	
		GEN: Install cross walk and signage	
		GEN: Clean and stripe parking	
		Soap- in CMU due to void in face	
		Clean ADA tactile at ramp/ curb-cut	
		Repair concrete walk at water valve	
	West Doors	Install ADA bollard	
	West Knox	Clean brick above Knox	
	Roof	Caulk all rrof coping transitions	

		Clean roof	
		Install all condensate drain line / pipe stands	
		Paint gas line	
		Test roof to ensure no leaks	

JROTC Interior Punch List

Project Number: 0714E15

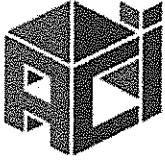
Present at Inspection: Justin Mitchell, Colin Meeks, Cale Lopp, Ron Swift.

Date: 8-25-2015

RM #	ROOM NAME	DESCRIPTION	CONTRACTOR COMMENT
All	General	Address all visible floor stains GEN: Clean floor clean of mud stains GEN: Replace dirty floor caulk GEN: Install all signage and building plaque GEN: Clean base	
101	Entry Hallway Store Front	Clean storefront Address caulking and paint at edge of frame Install junction box covers Clean carpet	
102	Office	Tool/clean caulk joints at windows Touch up paint at south window around frame Remove plastic from door hardware Install junction box covers Clean carpet	
103	Office	Tool/clean caulk joints at windows Touch up paint at south window around frame Remove plastic from door hardware GEN: Address column block out (higher then floor broken / chipped joints)	
101	Hallway Floor		
104 and 105	Classrooms	GEN: install outlet covers on data boxes Touch up paint at north quad and sw corner Address bottoms of both windows Clean floor and caulk	
	West	Address unfinished back wall and ceiling Install accordion door / wall	
	South	Touch up paint at walls Clean purple off floor GEN: Clean out over mud at junction boxes Caulk joint at accordion door track Flush future data boxes/ caulk wall transition and paint cover to match wall	
	South Pocket		
	East SE Corner		
	North		

	<i>Door 105A</i>	Touch up paint at door frame and wall/ fill in nicks	
101	Entry Into Restrooms	Replace west stainless cover at water fountain Clean/ finish installation of tile Clean floor sealant off schluter trim Address drywall at schluter trans above Touch up paint at ceiling above cased opening	
	<i>Below Water Fountain</i>	Remove purple stains from floor Reset floor cover/ Repair concrete around	
106	Fire Riser	GEN: Clean floor, drains, mop sink and walls GEN: Complete fire riser GEN: Touch up paint of walls/ multiple nicks and rubs GEN: Paint all exposed pipe and conduits GEN: Insulate all piping GEN: Address all unfinished conduit penetrations/ seal wall at penetrations GEN: Fill in voids around junction boxes and install all covers	
		Address all wall/pipe penetrations	
		Address paint at top of door	
	<i>SW</i>	Address conduit	
	<i>NE</i>	Trim back copper drain line provide 90 degree turn down and caulk around penetration	
		Caulk around mop sink and splash plate	
107	Women's Restroom HC Stall	GEN: Clean tile/floor/ touch up paint Clean floor drain cover Install door strike so it allows for emergency access Replace stanchion panel due to missed screw holes at toilet stalls. No visible patching of toilet stall will be accepted GEN: Address tile/ schluter/ drywall transitions (caulk and paint) GEN: Clean tile base/ address cove to Gyp transition/ caulk Repair tile over cut at outlet box Address floor at south east corner at dressing room Clean floor box cover in dressing	
	<i>East Wall SE</i>	Touch up paint at opening above west wall	
108	Dressing area Men's Restroom	Replace strike at HC toilet stall to allow for emergency access Address loose floor saddle at toilet partitions Clean floor drain covers	

		GEN: Address tile/ schluter/ drywall transitions (caulk and paint)	
		GEN: Clean tile base/ address cove to Gyp transition/ caulk	
		GEN: Clean tile	
		GEN: Replace dirty floor caulk	
	<i>Men's Dressing</i>	Address over at fire sprinkler head	
		Clean paint off dressing room floor	
109	Electrical Room	GEN: Clean walls/ floor/ panel etc.	
		GEN: Paint all exposed conduit and pipe	
		GEN: Repair holes in wall	
		GEN: Install outlet covers	
		GEN: Paint roof hatch ladder	
		GEN: Address all wall penetrations	
		Clean touchup door frame	
	<i>West Wall</i>	Finish upper electrical work	
		Repair wall at light switch	
		Caulk CMU to Gyp wall transition	
110	Training	Touch up door frame at east most corridor door	
		GEN: Paint all conduit pipes and upper blank covers	
		GEN: Address all wall pipe conduit penetrations	
		GEN: Repair overcuts at electrical outlet	
		Finish electrical wiring	
	<i>North</i>	Repair two voids in CMU masonry east of center outlet	
114	Storage Room	GEN: Trim back insulation at top of diffuser	
		GEN: Paint all conduit pipes and upper blank covers	
112	Dummy Weapons	GEN: Paint upper outlet blank plates	
		At door, install dutch door/ hardware/ address base at frame	
		Repair door frame from repairs	
		Touch up paint at frame	
113	Live Weapons	Touch up paint at door frame and wall	
		Install balance of door hardware	
		Paint all exposed conduit and upper blank plates	



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ENGINEERING, PLANNING AND ENERGY CONSULTANTS

115 W. MAIN ST
NORMAN, OK 73069
405-447-2282
ACIMEP.COM

FIELD REPORT NO.: 1

Date: 8/25/2015

Project: Mustang JROTC

Location: New JROTC Site, Mustang, OK **ACI Job No.:** 130.14

Report By: Kyle R. Daniel, P.E.

Temperature and Weather Conditions: Temp 75°F

Subcontractors on site: None

WORK COMPLETE:

I submit the following observations and comments on the progress for Mustang JROTC:

1. Secure the down spout nozzles to the brick on the exterior of the building.
2. Paint the gas line. Color to match exterior wall on the exterior of the building and yellow on the roof.
3. Provide riser clamp every ten feet on the gas line.
4. Split systems are not working and thermostats do not appear to have power.
5. Provide a wall hydrant in the restroom as shown on the plans.
6. Pipes shake when a water closet flushes. Provide documentation that a water hammer arrestor is provided and provide access panel for the water hammer arrestor.
7. Insulate entire hot water supply line and entire hot water return line.
8. Clean floor drain covers or provide new if necessary.
9. Provide start-up reports, test and balance report, and all O&M manuals for all AC equipment.
10. Seal the hot water heater concentric vent at the wall penetration.
- 11.

Observations were based on walk around on 8.25.15. Please call if you have any questions.

Kyle R. Daniel, P.E.



Engineering, Planning and Energy Consultants

Electrical Site Observation

Date: 8-25-2015
Project: Mustang JROTC
ACI Project No.: 130.14
Date of Visit: 8-25-2015
By: Jesse Babb PE

Below you will find a copy of some items we observed during a recent site visit. Please have the Contractor address these issues.

1. Clean Panel Boards and provide type-written index.
2. Provide Panel Board Labels.
3. Exterior lights were on during daylight hours. Provide Intermatic ET8015C timer per keyed note 2 on E2.0 and verify proper control.
4. Type 'F' light fixture at west end of Corridor 101 has a cracked lens. Replace lens.
5. Light fixture in office 102 has a loose lens. Re-attach.
6. Light switches in corridors do not operate lights. Verify proper operation.
7. (4) of the occupancy sensors in Training 110 are installed directly above lights so that the light fixtures block the sensor's view of the room. Adjust sensors to have a clear view of the room below.
8. The sensor in the far southwest corner of Training Room 110 did not have PIR like the other (5) did. Replace sensor with OMNI-DT sensor to match the others.
9. The occupancy sensors in Training 110 did not appear to operate properly. It took a lot of motion to activate the sensors to come on. Contractor should attempt to modify settings in all sensors in this room as shown below:

Bank A DIP Switches

Switch	Description	Off (Default)	On
A1	Auto-Manual	Automatic (Normal)	Manual On (Bypass On Override)
A2	Threshold - Dual Technology Mode	High Confidence (Requires both Passive Infrared AND Ultrasonic detection)	High Sensitivity (Either Passive Infrared OR Ultrasonic detection)
A3	LED Motion Indicator	LEDs flash when motion is detected	Disable LED Indicators
A4	Reset Learned Settings	Retain Settings (Normal)	Erase All Learned Settings. Restart Learning (Toggle On, then Toggle Off)

Bank B DIP Switches

Switch	Description	Off (Default)	On
B1	Strong Airflow Compensation	Normal or very low airflow present	Strong airflow present
B2	Over Doorway Installation	No (Normal - sensor mounted away from door)	Yes (Sensor mounted over doorway - Low turn-on threshold)
B3	Timer Adjust	Adjust Timer Automatically (Normal)	Adjust Timer Manually using Black Timer Knob
B4	Auto Sensitivity	Adjust Sensitivity Automatically (Normal)	Adjust Sensitivity Manually using Red Infrared Sensitivity Knob and/or Green Ultrasonic Sensitivity Knob

Inform the architect if these settings do not provide the desired operation.